Eugene W. Stetson School of Business and Economics

Tift College of Education

College of Professional Advancement

Atlanta
Macon
Douglas County
Henry County
Online
Federal Disclosure Requirements

Mercer University’s Federal Disclosure Requirements are available from the University web site at http://disclosure.mercer.edu/. This report contains the following information:

- Campus Security: Jeanne Clery Disclosure for Campus Security, campus crime statistics, Campus Sex Crime Prevention Act, and fire safety
- Campus Emergency Procedures
- Drug and Alcohol Policies
- Financial Assistance and Cost of Attendance Information
- Health and Safety Information: immunization and missing person’s information
- Institutional Information: accreditation, characteristics of students, degree programs, degree program improvement plans, disability support services, FERPA information, retention and graduation rates, peer-to-peer file sharing, post-graduate employment information, readmission of veterans, transfer of credit, withdrawal procedures, voter registration, and satisfactory progress standards.

Paper copies of these reports are available upon request. Please contact the Office of Institutional Effectiveness by mailing inquiries to:

Office of Institutional Effectiveness
Mercer University
1501 Mercer University Drive
Macon, GA 31207

Equal Opportunity Policy

Mercer University is committed to providing equal educational and employment opportunities to all qualified students, employees, and applicants, without discrimination on the basis of race, color, national or ethnic origin, sex, sexual orientation, age, or disability, as a matter of University policy and as required by applicable state and federal laws (including Title VI, Title VII, Title IX, Sections 503 and 504, ADEA, ADA, E.O. 11246, and Rev. Proc. 75-50). Inquiries concerning this policy may be referred to Mercer’s Equal Opportunity/Affirmative Action Officer, Human Resources, 1501 Mercer University Drive, Macon, Georgia 31207, telephone (478) 301-2786.
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Information Directory

Admissions Information ................................................................. Admissions
678-547-6030
478-301-5400
1-877-840-8599

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

Financial Aid Information ........................................ Financial Planning Office
478-301-2670
1-800-342-0841
Fax: 478-301-2671

Graduate Programs ........................................ College of Education, 1-800-548-7115
School of Business and Economics,
1-800-548-7115, ext. 6177
College of Professional Advancement,
1-800-548-7115, ext. 6411

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 ............................................... Registrar
478-301-5400
678-547-6030
1-800-548-7115

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

Undergraduate Programs ........................................ College of Education, 1-800-548-7115
School of Business and Economics,
1-800-548-7115, ext. 6177
College of Professional Advancement, 1-800-548-7115

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

CENTERS
Douglas County .................................................. (678) 547-6200
Henry County .................................................. (678) 547-6100
Macon Campus .................................................. (478) 301-2980
Atlanta Campus .................................................. (678) 547-6251

4 / MERCER UNIVERSITY
Regional Academic Centers
2019-2020 Academic Calendar

Fall Semester 2019
Session I (8 weeks)
First Day of Classes
Aug 19
Drop-Add / Fee Payment
Aug 19-26*
Labor Day Holiday
Sep 2
Last Day for Course Withdrawal
Sep 27
Thanksgiving Holiday / Fall Break
Nov 27-30
Last Day of Classes
Dec 14
Grades Due from Faculty
Dec 17, noon

Session II (8 weeks)
First Day of Classes
Oct 16
Drop-Add / Fee Payment
Oct 16-23*
Last Day for Course Withdrawal
Nov 27
Thanksgiving Holiday / Fall Break
Nov 27-30
Last Day of Classes
Dec 14
Grades Due from Faculty
Dec 17, noon

Session III (16 weeks)
First Day of Classes
Aug 19
Drop-Add / Fee Payment
Aug 19-26*
Labor Day Holiday
Sep 2
Last Day for Course Withdrawal
Oct 25
Thanksgiving Holiday
Nov 27-30
Last Day of Classes
Dec 14
Grades Due from Faculty
Dec 17, noon

Spring Semester 2020
Session I (8 weeks)
First Day of Classes
Jan 6
Drop-Add / Fee Payment
Jan 6-13*
Martin Luther King, Jr. Holiday
Jan 20
Last Day for Course Withdrawal
Feb 14
Last Day of Classes
Mar 2
Grades Due from Faculty
Mar 5, noon

Session II (8 weeks)
First Day of Classes
Mar 6
Drop-Add / Fee Payment
Mar 6-13*
Easter Holiday
Apr 10-12
Last Day for Course Withdrawal
Apr 17
Last Day of Classes
May 2
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*Payments received after designated dates will be assessed a $50 late processing fee.
The University

Mercer University is one of America’s oldest and most distinctive institutions of higher learning, offering rigorous programs that span the undergraduate liberal arts to doctoral-level degrees. Founded by early 19th century Baptists, Mercer — while no longer formally denominationally affiliated — remains committed to an educational environment that embraces the historic Baptist principles of intellectual and religious freedom.

With more than 8,750 students enrolled in 12 schools and colleges on campuses in Macon, Atlanta and Savannah; three medical school sites in Macon, Savannah and Columbus; and at two Regional Academic Centers, Mercer is ranked among the top tier of national research universities by U.S. News & World Report. Our more than 82,000 alumni are making important contributions to their professions and communities throughout Georgia, the Southeast and the world.

While offering a breadth of programs found at much larger universities, Mercer maintains an intimate, student-focused culture more characteristic of smaller liberal arts colleges. Mercer’s uniqueness is found in the way the University integrates five defining components of its mission: Liberal Learning, Professional Knowledge, Discovery, Service to Humankind and Community.

University Mission

Mercer University’s mission is to teach, to learn, to create, to discover, to inspire, to empower and to serve. In fulfilling this mission, the University supports undergraduate, graduate and professional learning as well as basic research and its application in service to others. As a university committed to excellence and innovation, Mercer challenges members of its community to meet and exceed high standards in their teaching, learning, research, scholarship and service.

Mercer is an independent university that remains grounded in a tradition that embraces freedom of the mind and spirit, cherishes the equal worth of every individual, and commits to serving the needs of humankind. As a reflection of this heritage:

- We encourage our students to discover and develop fully their unique combination of gifts and talents to become leaders who make a positive difference in the world.
- We seek to inspire members of our community to live virtuous and meaningful lives by using their gifts and talents to serve the needs of humankind as an expression of their love for God and neighbor.
- We seek to enrich the mind and spirit by promoting and facilitating an open and rigorous search for truth and understanding, including an examination of the moral, religious and ethical questions of this and every age.
- We affirm and respect the dignity and sacred worth of every person and celebrate both our commonalities and our differences.

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 activities
designed to enlarge capacity for improved judgment and moral, ethical and
spiritual growth

To encourage the enrollment of qualified persons from diverse backgrounds and
situations

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

**University-Wide Assessment**

Mercer University conducts a university-wide assessment program to measure
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.

**Mercer History**

Mercer University was founded in 1833 in Penfield by Georgia Baptists. The school,
under the leadership of Baptist minister and spiritual father Adiel Sherwood, was named
for Jesse Mercer, a prominent Baptist leader and the first chair of the Mercer Board of
Trustees.

Josiah Penfield gave the $2,500 that prompted the Georgia Baptist Convention to
begin plans to open a school. Many Georgia Baptists gave matching funds for Penfield's
gift. The school opened under principal Billington Sanders.

Initially a male preparatory school named "Mercer Institute," the school at its founding
consisted of a red clay farm and two hewed log cabins, valued at approximately $1,935.
Enrollment for the first term was 39 students. When the school opened, there were
considerably fewer and others came over the first few weeks. Tuition was $35 for the year.
Board was provided at $8 per month, and each student was required to supply his own
bedding, candles and furniture.

From its humble beginnings in Penfield, Mercer today is a dynamic and
comprehensive center of undergraduate, graduate and professional education. The
University has more than 8,750 students; 12 schools and colleges – liberal arts, law,
pharmacy, medicine, health professions, business, engineering, education, theology,
music, nursing and professional advancement; campuses in Macon, Atlanta, Savannah
and Columbus; two regional academic centers in the state; a university press; five teaching
hospitals; an educational partnership with Warner Robins Air Logistics Complex; an
engineering research center in Warner Robins; a performing arts center in Macon; and a
NCAA Division I athletic program.

The institution's reputation for exceptional academics in an engaged learning
environment continues to grow. In 2018 the University was reclassified as a doctoral
university with high research activity (R2) and is ranked in the top tier of national
universities by *U.S. News & World Report* and is a member of the Georgia Research
Alliance. Mercer has also earned a Community Engagement classification by the Carnegie
Foundation for the Advancement of Teaching and is one of only 286 institutions in the
country to shelter a chapter of The Phi Beta Kappa Society.
Mercer in the 19th Century

1833
- Mercer Institute, the forerunner of Mercer University, is founded by Georgia Baptists in Penfield as a manual labor school for boys.

1838
- Mercer’s first Board of Trustees is elected and Mercer Institute becomes known as Mercer University.

1839
- First college classes begin.
- Female Seminary is approved by the Mercer Board of Trustees.

1841
- First college class is graduated.

1843
- Principal college building at Penfield is destroyed by fire.

Early 1860s
- Mercer is one of the few colleges in the South and the only one in Georgia to remain open during the War Between the States.

1870
- During the April 1870 Georgia Baptist Convention (GBC) meeting, the decision is made to move Mercer away from Penfield. In August, the commission, appointed by the GBC to find a new location, votes to approve Macon. In September, President David E. Butler tells Macon Mayor George S. Obear and the City Council that Macon has been chosen and “that the proposition on their part to pay you the sum of $125,000 … in bonds of the city of Macon, and a site to cost not over $25,000 … was accepted.” On Oct. 28, President H.H. Tucker reports that a six-acre site, adjoining Tattnall Square, has been selected. On Nov. 2, Mayor Obear presents $125,000 in bonds and the title deed to the land; a written contract has been entered into between the Trustees and the city. The end of the year marks the closing of the school at Penfield and the University moved.

1871
- Mercer relocates to Macon.

1873
- A law school is organized and classes begin in February 1874. The first classes are held in the courthouse and in law offices.

1874
- Construction of the Administration Building is completed at a cost of $100,000.

1880
- The cornerstone of the new chapel building (current-day Willingham) is in place. The chapel is dedicated in 1881, debt-free.

1892
- Mercer plays the University of Georgia in Athens in the first college football game in the state of Georgia and one of the first in the Southeast. The game, scheduled for Thanksgiving Day 1891, is postponed until January 1892. Georgia triumphed, 50-0.
- In the fall, Mercer would record its first win in football, beating Georgia Tech, 12-6, in Macon, in the Yellow Jackets’ first game ever.
Mercer in the 20th Century

1903
- Mercer opens the School of Pharmacy.

1918
- The School of Pharmacy closes.
- During World War I, the Mercer Board of Trustees authorized President Rufus W. Weaver to tender to the Secretary of the Navy and the Secretary of War the buildings and equipment of the University that they might be used effectively in service of the nation. The Student Army Training Corps is established at Mercer on Oct. 1, 1918, and continues until the following spring. Following the war, Mercer discontinues systematic military training. Altogether, Mercer’s war dead numbers 14.

1919
- Mrs. W. E. Jackson is the first woman to receive a degree from Mercer. Mrs. Jackson, who later becomes Mrs. Joseph Seth Weekly, is awarded the LL.B. degree.

1922
- WMAZ Radio, with call letters standing for “Watch Mercer Attain Zenith,” goes on the air, located in the tower of the chapel building.

1927
- Mercer turns the fledgling radio station over to the Macon Junior Chamber of Commerce.

1939
- Macon Baptist Pastors Union requests an investigation of the character of teaching in some of Mercer’s classrooms. After a 10-hour hearing held in Roberts Chapel on March 30, the Board of Trustees accepts the action of the special committee disposing of the charges.

1942
- Mercer sets apart the Law Building and Roberts Hall for use by the War Training Service during World War II.

1943
- The Navy V-12 School is established on July 1 and continues until October 1945. Mercer is one of nine institutions in the Southeast selected to give aviation instruction in the Navy War Training Service. During this period, 731 trainees receive basic aviation instruction in the Mercer V-12 program.

1949
- Mercer dedicates the restored Mercer Chapel at Penfield with Dr. Louie D. Newton as speaker.

1957
- Construction is completed on the George B. Connell Student Center.

1959
- The Southern School of Pharmacy in Atlanta merges with Mercer University.
1963
- Sam Jerry Oni of Ghana, Africa, becomes the first black student to enter Mercer. On April 18, Mercer Trustees vote to admit qualified students without regard to race, and Mercer becomes one of the few private colleges in the South to do this before being required by the 1964 Civil Rights Act.

1965
- Mercer dedicates the Eugene W. Stetson Memorial Library.

1967
- Mercer dedicates Knight Hall of Humanities.

1968
- The Hugh M. Willet Science Center is dedicated.

1972
- Mercer dedicates the new School of Pharmacy building in Atlanta. Atlanta Baptist College merges with Mercer University and becomes known as Mercer University in Atlanta. Today, it is known as the Cecil B. Day Graduate and Professional Campus.

1973
- The Law School’s centennial is celebrated and Mercer graduate and U.S. Congressman Carl Vinson’s 90th birthday is observed.

1976
- Mercer acquires the Insurance Company of North America Building on Coleman Hill in Macon as the home of the School of Law under a gift-purchase agreement for $1 million. The property is valued at more than $4 million.

1978
- The former Tattnall Square Baptist Church on the Macon campus is rededicated as Newton Hall in honor of Dr. Louie D. Newton.
- Mercer acquires the Overlook Mansion on Coleman Hill, now known as the Woodruff House.

1979

1980
- Mercer dedicates the restored Administration Building.
- Inauguration ceremonies for Mercer’s 17th president, Raleigh Kirby Godsey, are held at the Macon City Auditorium.
- Mercer dedicates the A.T. Davis Administration Building, College of Arts and Sciences, in Atlanta.
- Mercer dedicates the Sheffield Building, College of Arts and Sciences, in Atlanta.

1981
- Mercer dedicates the School of Medicine’s Education Building in Macon.
1982

- Mercer University School of Medicine admits its charter class of students in the fall.

1983

- Mercer establishes the School of Business and Economics in Atlanta.
- Mercer dedicates the W.G. Lee Alumni House in Macon.
- The Plunkett-Sewell family commissions a Holtkamp pipe organ, specially designed for Newton Chapel. The 52-rank Tracker instrument is one of the largest organs of its kind on the eastern seaboard, establishing Mercer as a center for organ performance and teaching.

1984

- The School of Business and Economics is established in Macon.
- The School of Engineering is established in Macon.

1985

- The charter class of the School of Engineering begins its studies and construction on a new building for engineering is begun.

1986

- Tift College, a Georgia Baptist women’s institution in Forsyth, merges with Mercer University.
- The new School of Engineering building opens for classes in the fall and is dedicated in October.

1987

- University College, formerly the College of Continuing Education, is established, with educational centers located in Macon, Thomaston, Griffin, Eastman and Douglasville.
- Groundbreaking is held for a new 93,750-square-foot library building located on the main campus in Macon.
- The Mercer Engineering Research Center (MERC) is established as an extension of the School of Engineering. MERC provides a broad range of customer-oriented services to commercial and government clients.

1988

- The School of Law receives the largest gift in the University’s history at that time — $14 million from George W. Woodruff.

1989

- The University’s Board of Trustees votes to discontinue undergraduate liberal arts education on the Atlanta campus. The mission of the Cecil B. Day Campus in Atlanta is changed to focus on graduate and professional education.

1991

- In April, the University breaks ground on a new education and research center for the School of Pharmacy on the Cecil B. Day Campus in Atlanta.

1992

- In July, the School of Pharmacy moves from downtown Atlanta to the 300-acre Cecil B. Day Campus in northeast Atlanta.
1994
- The Board of Trustees approves plans to establish a School of Education and a School of Theology.

1995
- In April, the University’s Board of Trustees approves plans to locate the School of Theology on the Cecil B. Day Campus in Atlanta.
- On Oct. 1, Mercer enters into a long-term lease with Bibb County for the management and administration of The Grand Opera House in downtown Macon.

1996
- Construction is completed on the new 32,000-square-foot School of Theology building on the Cecil B. Day Campus in Atlanta. The School’s charter class of students is admitted in the fall.

1997
- The former Findlay House, located next to the W. G. Lee Alumni House on Coleman Avenue in Macon, is restored and dedicated in May as the Tift College Alumnae House.
- Construction is completed on a 26,557-square-foot academic facility for the Douglas County Regional Academic Center.
- Construction is completed on a new 52,155-square-foot facility for the Mercer Engineering Research Center in Warner Robins.
- The School of Medicine completes construction on a 10,000-square-foot expansion of its research wing.
- The former Stetson Library is rededicated in September as Stetson Hall and converted into office and classroom space for the School of Business and Economics and the School of Education.

1998
- On Dec. 4, the University breaks ground on a 28,300-square-foot building for the Department of Music of the College of Liberal Arts.

1999
- The McAfee School of Theology graduates its charter class in May.
- Mercer breaks ground for a Greek Village in Macon and student apartment buildings in Macon and Atlanta.

Mercer in the 21st Century

2000
- During a ceremony on April 20, Mercer dedicates the Jack Tarver Memorial Library.
- In August, Mercer opens its new police station and seven new apartment buildings on the Macon campus and two new apartment buildings on the Cecil B. Day Campus in Atlanta.
- In September, Mercer dedicates the new 18-building Greek Village.
- Mercer and the Georgia Baptist Convention announce that the 98-year-old Georgia Baptist College of Nursing, located in downtown Atlanta, will merge with Mercer on Jan. 1, 2001.

2001
- The School of Education is renamed the Tift College of Education of Mercer University at the April Board of Trustees meeting.

THE UNIVERSITY / 13
2002

- The new College of Nursing building on the Atlanta campus is dedicated during the College’s centennial celebration.

2003

- Mercer opens the doors to its newest regional academic center in McDonough, providing opportunities for adult learners in Henry County and surrounding areas. The University’s programs in Griffin and Covington are merged into the Henry County location.
- The University’s 10th academic unit, the College of Continuing and Professional Studies, is established from the former Division of Extended Education.
- Mercer purchases the Georgia Baptist Center, which was previously owned by the Georgia Baptist Convention and is adjacent to the Atlanta campus. It becomes the Atlanta Administration and Conference Center.

2004

- The University plays its first basketball games in the new University Center Arena during Homecoming week, Jan. 27-Feb. 1. The remainder of the signature facility on the Macon campus opens March 15. The official dedication of the University Center and the Griffin B. Bell Board Room is held in April, following the Board of Trustees meeting.

2005

- The Townsend-McAfee Institute is established to offer graduate programs in church music that prepare musical artists for the ministry. The institute is a collaboration between the Department of Music in the College of Liberal Arts in Macon and the School of Theology in Atlanta.

2006

- After 27 years as president, R. Kirby Godsey steps down from his leadership role to become chancellor, leaving office as the longest-serving president in University history. William D. Underwood, former interim president of Baylor University and noted legal scholar and teacher, becomes the University’s 18th president on July 1.
- The Department of Music in the College of Liberal Arts becomes the Townsend School of Music on July 1. Trustee Carolyn McAfee, widow of James T. McAfee Jr., former chairman of Mercer's Board of Trustees, and her son and daughter-in-law, Tom and Julie McAfee, provided the founding endowment.
- The Robert McDuffie Center for Strings is established on the Macon campus, offering conservatory-quality music training in a comprehensive university setting.
- The 103-year-old School of Pharmacy changes its name to the College of Pharmacy and Health Sciences on July 1. The name change reflects additional health science programs, including a new physician assistant program.
- The American Baptist Historical Society, with the largest and most diverse collection of Baptist historical materials and archives in the world, announces it will relocate to Mercer’s Atlanta campus. The ABHS consolidated holdings from facilities in Valley Forge, Pa., and Rochester, N.Y.

2007

- Three teams of students and faculty inaugurate the Mercer On Mission program over the summer in Kenya, Brazil and Guatemala. The program combines academic credit with service-learning opportunities.
• The School of Medicine, as it celebrates its 25th year, announces it will open a second, four-year doctor of medicine program in Savannah in fall 2008. The program will be based at Memorial University Medical Center, where Mercer has had a clinical relationship since 1996 to provide instruction for part of the school's third- and fourth-year medical students.
• The Mercer Athletic Foundation is established to raise funds for intercollegiate athletics.
• The University completes a new gateway entrance to the Macon campus on Mercer University Drive, near Interstate 75, and a new Hilton Garden Inn opens on that side of the campus.
• The building housing the Douglas County Regional Academic Center is dedicated to longtime benefactors Fred and Aileen Borrish.
• The new Science and Engineering Building is dedicated, and the University celebrates the School of Engineering's 22-year partnership with Warner Robins Air Force Base Logistics Center.

2008

• Thirty first-year medical students receive their white coats and begin their education as members of the inaugural class in Mercer's new four-year medical program in Savannah.

2009

• An announcement is made that a $10 million mixed-use development on the Macon campus will feature loft-style apartments and retail space for the Mercer bookstore and other businesses that cater to the Mercer community and residents in the College Hill Corridor. Called "The Lofts at Mercer Village," the development is located on Montpelier Avenue and designed to create a vibrant streetscape, enhancing the recent retail development in Mercer Village.

2010

• The University's Board of Trustees on Nov. 19 unanimously approves a plan to resume competition in football in the fall of 2013, after a 72-year absence.

2011

• Mercer's first outdoor commencement on the Cecil B. Day Campus in Atlanta is held May 14. More than 6,000 guests witness the largest 2012 ceremony, held on the upper fields of the campus.
• With $4.6 million in funding from the John S. and James L. Knight Foundation, Mercer announces establishment of the Center for Collaborative Journalism, a partnership between the University's Journalism and Media Studies Department, The (Macon) Telegraph and Georgia Public Broadcasting. A few months later the Peyton Anderson Foundation provides a $1 million grant to name the Center's newsroom for the late Telegraph publisher and foundation founder Peyton Anderson.

2012

• Mercer joins 24 institutions across the country as a participant in the prestigious Stamps Scholars Program, funded by the Stamps Charitable Foundation Inc. Initially, five entering freshmen will be designated as Stamps Scholars and receive the full cost of attendance, plus a $16,000 stipend over four years for enrichment activities, such as study abroad or undergraduate research. When the program is fully implemented, 10 members of each Mercer freshman class will be designated as Stamps Scholars.
• The Eula Mae and John Baugh Center for Baptist Leadership is established and endowed with a $2.5 million grant from the Eula Mae and John Baugh Foundation.
• The University announces in February plans to partner with The Medical Center and St. Francis Hospital to establish a Columbus campus for third- and fourth-year students in the School of Medicine. Columbus joins Macon – where the School was established in 1982 to prepare physicians for rural and medically underserved areas of Georgia – and Savannah in hosting campuses for the medical school.
• A $1 million gift from Macon cardiologist Dr. Chuck Hawkins and his wife, Kathy, to benefit the Mercer basketball program is recognized later that month as the arena housed within the University Center is renamed “Hawkins Arena.”
• The Board of Trustees authorizes establishment of the Mercer Health Sciences Center, a multi-campus academic health center encompassing the School of Medicine, College of Pharmacy and Georgia Baptist College of Nursing, as well as the creation in July 2013 of a new College of Health Professions.
• Phase II of the Lofts at Mercer Village opens. The first floor houses the Center for Collaborative Journalism, and student apartments occupy the top three floors.
• The University dedicates the Emily Parker Myers Admissions and Welcome Center at the corner of Winship Street and Montpelier Drive. The building is named in honor of Myers, who was one of the longest-serving administrators in University history, serving as senior vice president for university advancement and external affairs when she retired in 2008.
• The Board of Trustees, at its November meeting, gives the green light for construction to begin on Cruz Plaza, to transform the appearance of the central part of the Macon campus from the University Center to the Historic Quad and from the Greek Village past Tarver Library. Milton L. Cruz, his wife Aileen, father Juan L. Cruz Rosario and sister Zoraida Cruz Torres provide the lead gift for the project. An official groundbreaking is held Dec. 11, 2012.
• Former President Jimmy Carter joins the Mercer University Board of Trustees. Carter is believed to be the first former U.S. president in modern times to serve on a university governing board.

2013

• A $425,000 grant from ArtPlace America will support Mercer’s effort to revitalize the former Tattnall Square Presbyterian Church into the Tattnall Square Center for the Arts. The Center will serve as a community theater and arts venue, as well as home to the University’s Theatre Department.
• The University announces the acceptance of an invitation to join the Southern Conference, affiliating Mercer Athletics with the nation’s fifth-oldest NCAA Division I athletic association.
• More than 12,000 fans overflow the Mercer Football Stadium on Aug. 31 to watch the Bears field their first football team in more than 70 years. Mercer proceeds to break the NCAA record for most wins ever by a start-up program, sporting a 10-2 record and finishing unbeaten at home with an unblemished 8-0 campaign.
• The Lofts at Tattnall Square, the third new loft-style student apartment building to be constructed under the College Hill Corridor master plan, opens to accommodate the University’s growing undergraduate enrollment.
• Former U.S. Congressman, Ambassador to the United Nations and Atlanta Mayor Andrew Young kicks off Mercer’s yearlong commemoration of the 50th anniversary of the institution’s integration during a convocation in Willingham Auditorium.
• The men’s basketball team turns the attention of the entire country – and beyond – to the University when the 14th-seeded Bears beat the third-seeded Duke Blue Devils 78-71 in the second round of the NCAA Tournament.

• The College of Continuing and Professional Studies, established in 2003 and whose roots date back to Tift College’s merger with Mercer in the late 1980s, is renamed Penfield College of Mercer University.

• On the strength of its growing research profile, Mercer is admitted as a member of the Georgia Research Alliance, whose mission is to expand research and commercialization capacity in Georgia’s universities to launch new companies, create high-value jobs and transform lives.

• Mercer breaks ground on an $18 million expansion of School of Medicine (MUSM) facilities on its Savannah campus at Memorial University Medical Center. This endeavor includes renovation of the William and Iffath Hoskins Center for Biomedical Research as well as construction of an addition to the Hoskins Center to serve as a medical education and research facility for the University.

• President William D. Underwood uses the opening night of Homecoming weekend to announce a $400 million capital campaign for the University. "Aspire, The Campaign for Mercer University, seeks to provide financial resources that will empower Mercer, already emerging among the Southeast's elite private research universities, to become an international leader in applying its intellectual capital to better serve the needs of humankind."

2015

• Mercer’s two-year-old, 10,000-seat stadium, home of Mercer Bears football and lacrosse, is renamed Five Star Stadium in recognition of a multi-million-dollar commitment, the largest-ever for Mercer athletics and one of the largest in the University's history. The financial commitment came from Five Star Automotive Group, owned by Charlie Cantrell and Dick Pope.

• A large multi-million-dollar commitment from a Macon resident and devoted friend of the University establishes the Jo Phelps Fabian Center for Musical Excellence in School of Music. The commitment by Fabian is the largest ever, along with the gift that founded the School of Music, to support the arts at Mercer.

• Mercer Theatre’s first performance in the newly completed Tattnall Square Center for the Arts features William Shakespeare’s “The Tempest.”

• Mercer student and reigning Miss Georgia Betty Cantrell is crowned Miss America in Atlantic City, N.J.

• The nation’s most prestigious academic honor society – Phi Beta Kappa – approves the granting of a chapter to Mercer during the organization’s 44th Triennial Council in Denver. Mercer becomes just the third Georgia research university – joining Emory and the University of Georgia – to shelter a chapter.

2016

• The Lofts at Mercer Landing student housing opens on Mercer University Drive in Macon, across from the main entrance to Mercer and linked to campus by a new pedestrian bridge. The building features one-, two-, three- and four-bedroom, fully furnished apartments, as well as offices for Mercer’s alumni, advancement, marketing communications and human resources departments.

2017

• The School of Medicine recognizes the first 25 students to receive inaugural Physicians for Rural Georgia Scholarships, which cover 85 to 100 percent of tuition
for up to four years in the Doctor of Medicine (M.D.) program. The University funded the scholarship program with the entirety of a one-time infusion of $35 million from the state of Georgia as a result of a settlement agreement offer from the Centers for Medicare and Medicaid Services in February 2016. President William D. Underwood announced that current and future recipients of the scholarship will be called Nathan Deal Scholars in recognition of Georgia’s 82nd governor, who is a graduate of both the University’s College of Liberal Arts and School of Law.

- Mercer is named a participating institution for the Churchill Scholarship, a prestigious and highly selective award for American students to engage in a year of master's-level study in science, mathematics and engineering at the University of Cambridge. Mercer joins Emory, Georgia Tech and the University of Georgia as the only institutions in the state to participate in the scholarship program, and is the only participating institution in the Southern Conference.

2018

- Classes begin Jan. 8 in the newly completed Spearman C. Godsey Science Center. The largest academic facility project in the University’s history in terms of cost at $44 million and size at 143,410 square feet is named in honor of Mercer Chancellor Dr. R. Kirby Godsey’s father and in recognition of Dr. Godsey’s multi-million-dollar naming gift. The Godsey Science Center includes 60 teaching and research labs, three medium classrooms, four small classrooms and 46 offices.
- Mercer Medicine Plains, a primary care practice and division of the faculty practice of Mercer University School of Medicine, opens on Main Street in Plains, Georgia. Former President Jimmy Carter, a Life Trustee at Mercer, and First Lady Rosalynn Carter were instrumental in the project and attended the grand opening ceremony for the practice in August.
- Mercer is classified as a Doctoral University with High Research Activity (R2) following an adjustment to the Carnegie Classification of Institutions of Higher Education. R2 is the second-highest level of doctoral research universities in the country.

2019

- The McEachern Art Center opens in downtown Macon as the new home of one of the University’s two art galleries and its student studios.
- Mercer Law School’s first-floor courtroom is named the Griffin B. Bell and Frank C. Jones Courtroom in honor of these Mercer alumni. Associate Justice of the Supreme Court of the United States Clarence Thomas delivers the keynote address for the dedication ceremony.
- Mercer trustees approve renaming Penfield College of Mercer University to the College of Professional Advancement to more accurately reflect its mission and academic offerings.

Mercer University Presidents

In the course of its history, Mercer University has had 24 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
John Leadly Dagg ................................................................. 1844-1854
Nathaniel Macon Crawford .................................................... 1854-1856
Shelton Palmer Sanford, Acting President .............................. 1856-1858
Nathaniel Macon Crawford .................................................... 1858-1866
Mercer University Profile

Mercer University is one of America’s oldest and most distinctive institutions of higher learning, offering rigorous programs that span the undergraduate liberal arts to doctoral-level degrees. Founded by early 19th century Baptists, Mercer — while no longer formally denominationally affiliated — remains committed to an educational environment that embraces the historic Baptist principles of intellectual and religious freedom.

With more than 8,750 students enrolled in 12 schools and colleges, on major campuses in Macon and Atlanta; medical school sites in Macon, Savannah and Columbus; and at regional academic centers in Henry and Douglas counties, Mercer is ranked among the top tier of national research universities by U.S. News & World Report. Our more than 82,000 alumni are making important contributions to their professions and communities throughout Georgia, the Southeast and the world.

While offering a breadth of programs found at much larger universities, Mercer maintains an intimate, student-focused culture more characteristic of smaller liberal arts colleges. Mercer’s uniqueness is found in the way the University integrates five defining components of its mission: Liberal Learning, Professional Knowledge, Discovery, Service to Humankind and Community.

Academic Divisions

College of Liberal Arts (Macon)

The oldest and largest of the University’s academic units, the College of Liberal Arts is Mercer’s academic cornerstone. The College offers baccalaureate programs in the humanities, fine arts, natural sciences and social sciences, along with a variety of interdisciplinary options. Offering a multitude of pre-professional programs in health, law and theology, the College also provides students a strong liberal arts foundation. The core curriculum blends practical skills, such as critical thinking, clear writing and effective communication, along with a deep engagement with the diversity and richness of the peoples, faiths, cultures, and natural processes in the world. The College’s Great Books Program, which provides students the opportunity for focused study of classic writers and thinkers of the Western world, is recognized among the 21 Best Great Books Programs by Best College Reviews. The Integrative Program combines traditional disciplinary
course requirements with three multidisciplinary integrative courses, which require students to wrestle with challenging questions from multiple perspectives and prepare them to make meaningful contributions in a complicated and deeply interconnected world. Students in the College take advantage of a variety of study-abroad opportunities, both through faculty-led programs and those organized through the Mercer On Mission program. In 2015, Mercer was awarded a chapter of Phi Beta Kappa, the nation’s most prestigious academic honor society.

School of Law (Macon)

Founded in 1873, Mercer University’s School of Law is one of the oldest law schools in the United States and the first in the state of Georgia accredited by the American Bar Association. The Law School is named after Walter F. George, a 1901 Mercer Law School graduate who became a justice of the Georgia State Supreme Court and later a U.S. Senator. Mercer Law School’s educational philosophy is based on a commitment to preparing students for high-quality, general practice in a day-to-day learning environment that is both supportive and professional. Mercer Law School is a two-time recipient of the prestigious ABA Gambrell Professionalism Award for excellence and innovation in ethics and professionalism throughout the curriculum. With an enrollment of approximately 395 students, taught by an outstanding faculty, Mercer Law School is nationally recognized for its programs in legal writing, advocacy training, experiential education and ethics and professionalism.

School of Business and Economics (Macon, Atlanta and Centers)

Established in 1984, Mercer University’s School of Business and Economics is named for Eugene W. Stetson, a 1901 Mercer graduate and business pioneer who leveraged the first major buyout in corporate history. Over the past 80 years, Mercer has granted more than 12,000 business degrees, and many of its graduates hold senior leadership positions in companies around the world. Mercer’s business school delivers career-focused business education programs and develops entrepreneurial leaders and responsible global citizens.

School of Engineering (Macon)

Mercer’s innovative and academically challenging engineering and engineering-related programs provide students with a comprehensive education, featuring a solid foundation in mathematics and sciences, a core engineering curriculum, a range of courses in engineering specialties and a strong emphasis on communication technologies. The School of Engineering marked its 30th anniversary in 2015, and its undergraduate program is ranked 30th in the nation by U.S. News & World Report. Known for its breadth of instruction in its undergraduate program and its 4+1 integrated bachelor’s and master’s degree program, Mercer combines technical education with hands-on laboratory experience.

College of Education (Macon, Atlanta and Centers)

Mercer’s Tift College of Education prepares more professional educators than any other private institution in Georgia. It offers baccalaureate and graduate degrees for teacher education, including initial certification and teacher advancement, and educational leadership. Tift College of Education offers programs approved by the Georgia Professional Standards Commission. Guided by the conceptual framework of the “Transforming Educator,” the College supports those who aspire to grow professionally throughout their careers, while also seeking to transform the lives of students. Programs are offered on the Macon and Atlanta campuses, as well as Regional Academic Centers in Douglas County and Henry County. In addition, the College offers some online and hybrid graduate-level programs.
School of Theology (Atlanta)

Established in 1996, James and Carolyn McAfee School of Theology brings Jesse Mercer’s founding vision of providing students with a classical and theological education full circle as it prepares students for ministry in the church and beyond. McAfee shares Jesse Mercer’s concern that churches have pastor-leaders who understand Scripture and can clearly articulate their Christian beliefs. The School offers master’s and doctoral degrees, along with several ministry concentrations. The innovative, fully-integrated curriculum is taught by nationally recognized scholars who are committed Christians. Along with a network of partner churches, McAfee is affiliated with the Cooperative Baptist Fellowship.

College of Professional Advancement (Macon, Atlanta and Centers)

Mercer University’s College of Professional Advancement is committed to serving adult learners and currently enrolls more than 1,100 students. Undergraduate, graduate and certificate programs are offered to adult students seeking professional advancement into leadership roles in and beyond their communities. Educational programs support the needs of statistical high-growth and high-demand employment sectors and provide students with a distinctive, multidisciplinary curriculum that integrates theory and practice. Areas of study include counseling and human services, healthcare leadership and administration, liberal arts, public safety and technology. Programs are offered on Mercer’s campuses in Atlanta and Macon, at Regional Academic Centers in Douglas County and Henry County, and online.

School of Music (Macon)

Townsend School of Music is nationally recognized for its artist faculty, award-winning students, wide range of performance ensembles and state-of-the-art facilities. Townsend offers a thorough and rigorous curriculum, providing a conservatory-quality music education within a university environment. Students benefit from small class sizes and individual instruction from faculty who regularly perform on campus and at major national and international venues. Specialized music programs include the Robert McDuffie Center for Strings and the Townsend-McAfee Institute for Graduate Church Music Studies.

Mercer University Library

The mission of the Mercer University Library is to serve as a learning-centered gateway of information resources through robust collections and innovative, technology-rich patron services to support the educational, research and service endeavors of the University community. The Mercer Library offers a wide range of print, non-print and electronic resources, including large collections of electronic books and journals available to Mercerians from any location.

The library is actively engaged in the academic enterprise through teaching research and information skills in the classroom, providing effective one-on-one research assistance, consulting with faculty on designed research assignments and offering liaison support and activities to build strong ties between the library and the academic community.

Mercer Health Sciences Center

The Mercer Health Sciences Center, a multi-campus academic health center, encompasses the School of Medicine, College of Pharmacy, College of Nursing and College of Health Professions. The Health Sciences Center enrolls more than 2,000 students, employs 400 full-time faculty and staff and annually graduates more than 500 physicians, nurses and nurse educators, as well as family nurse practitioners, clinical nurse specialists, physician assistants, pharmacists, physical therapists, family therapists, public health professionals and biomedical scientists.
School of Medicine (Macon, Savannah and Columbus)

The School of Medicine was established in 1982 to educate physicians and health professionals to meet the primary care and healthcare needs of rural and medically underserved areas of Georgia. The Mercer School of Medicine Doctor of Medicine program utilizes a problem-based education that provides early patient care experiences. The School’s academic environment fosters the development of clinical problem-solving and instills in each student an awareness of the place of the basic medical sciences in medical practice. The School of Medicine operates two four-year campuses. Following their second year, students participate in core clinical clerkships at the School’s primary teaching hospitals: Navicent Health and Coliseum Medical Center in Macon, Memorial University Medical Center in Savannah and The Midtown Medical Center and St. Francis Hospital in Columbus. Students also experience clinical and population health clerkships in rural areas of Georgia.

College of Pharmacy (Atlanta)

The College of Pharmacy continues to build on its rich history, tradition of excellence and legacy of caring by offering quality degree programs that provide students with the necessary education and skills for their careers in pharmacy. Mercer is ranked among the top six private pharmacy schools in the United States by U.S. News & World Report. With an enrollment of more than 600 students and a distinguished faculty of scientists and clinicians, the College houses several centers focusing on research, teaching and learning. The College’s motto, “A Tradition of Excellence, A Legacy of Caring,” frames its philosophy of providing excellent academic programs in an environment where every student matters and every person counts.

College of Nursing (Atlanta)

Mercer’s nationally recognized Georgia Baptist College of Nursing, the oldest nursing program in Georgia, is grounded in the heritage of educating students to provide superior nursing care. All undergraduate nursing students are members of the National Student Nurses Association, thus providing them excellent leadership and professional development opportunities. Mercer’s distinguished nursing faculty is dedicated to the development of professional nurses committed to scholarship, leadership, practice, research and service within a culture of academic excellence.

College of Health Professions (Macon and Atlanta)

The College of Health Professions is composed of five disciplines: physical therapy, physician assistant studies, public health, clinical psychology and athletic training. In addition to its degree offerings, the College offers post-professional residencies and fellowships and operates an onsite physical therapy clinic. With an overall enrollment of more than 540 students, the College seeks to improve the health and quality of life of individuals and society through excellence in teaching, research and service.

Mercer Engineering Research Center

Mercer Engineering Research Center (MERC) is the nonprofit applied research operating unit of Mercer University. MERC’s core competencies include electrical, mechanical and electromechanical systems design, development and testing; complex system modeling and simulation; information systems technology; structural analysis; reverse engineering and modernization; industrial systems design; materials testing; biomechanics and human factors; and cybersecurity.

MERC also offers internships for Mercer students. Interns work closely with MERC engineers and scientists in a broad range of areas supporting the execution of contracts. This opportunity allows students to obtain hands-on experience, adding depth to their
education while gaining a better understanding of expertise provided to customers in solving real-world problems.

**Mercer University Press**

Mercer University Press has published more than 1,550 books since its establishment in 1979. The press publishes approximately 30 to 32 new books each year in the areas of religion, philosophy, Southern history, regional studies and creative writing and holds membership in the Association of University Presses.

**University Athletics**

Mercer University is the only NCAA Division I private institution in Georgia and competes in the historic Southern Conference. In the 2017-2018 academic year, 76 percent of Mercer student-athletes achieved a GPA of 3.0 or better. The GPA for all student-athletes for the year was 3.434. Mercer athletes led the SoCon with 314 named to the Academic Honor Roll, including 31 who earned a 4.0 GPA. Mercer’s 18 intercollegiate teams include men’s baseball, basketball, cross country, football, golf, lacrosse, soccer and tennis; and women’s basketball, cross country, golf, lacrosse, soccer, softball, tennis, beach volleyball, track and volleyball. Other members of the Southern Conference include: the University of Tennessee at Chattanooga, East Tennessee State University, Furman University, the University of North Carolina at Greensboro, Samford University, The Citadel, Virginia Military Institute, Western Carolina University and Wofford College.

**Accreditation**

In 1837, by Act of the General Assembly of the State of Georgia, the Executive committee of the Georgia Baptist Convention was given the power “to establish and endow a collegiate institution, to be known by the name of Mercer University.”

Mercer University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, master’s, educational specialist, and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or at www.sacscoc.org or call (404) 679-4500 for questions about the accreditation of Mercer.

The School of Business and Economics is accredited by AACSB International -- the Association to Advance Collegiate Schools of Business, 777 South Harbour Island Boulevard, Suite 750, Tampa, FL 33602; (813) 769-6500; www.aacsb.edu.

In the College of Professional Advancement of Mercer University, the Master of Science in Clinical Mental Health Counseling, the Master of Science in Clinical Rehabilitation Counseling, the Master of Science in School Counseling, and the Doctor of Philosophy in Counselor Education and Supervision are accredited by the Council for Accreditation of Counseling and Related Programs (CACREP), 1001 North Fairfax Street, Suite 510, Alexandria, VA 22314; (703) 535-5990; www.cacrep.org. The Master of Science in School Counseling is also approved by the Georgia Professional Standards Commission, 200 Piedmont Avenue, Suite 1702, Atlanta, GA 30334-9032; www.gapsc.com.

In the College of Liberal Arts, the Bachelor of Science degree in Computer Science is accredited by the Computing Accreditation Commission of ABET, www.abet.org. The baccalaureate chemistry program is approved by the American Chemical Society, 1155 16th Street, NW, Washington, DC 20036; (800) 227-5558; www.acs.org.

Mercer University’s professional education programs are approved by the Georgia Professional Standards Commission, 200 Piedmont Avenue, Suite 1702, Atlanta, GA 30334-9032; www.gapsc.com.
In the School of Engineering, the Bachelor of Science in Engineering degree program is accredited by the Engineering Accreditation Commission of ABET, www.abet.org.

The College of Health Professions houses five accredited programs. The Physician Assistant program is accredited by the Accreditation Review Commission on Education for Physician Assistant (ARC-PA), 12000 Findley Road, Suite 150, Johns Creek, GA 30097; (770) 476-1224; www.arc-pa.org. The Master of Public Health and the Bachelor of Science in Public Health programs are accredited by the Council on Education for Public Health, 1010 Wayne Avenue, Suite 220, Silver Spring, MD 20910; (202) 789-1050; http://ceph.org. The Doctor of Physical Therapy program is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association, 1111 North Fairfax Street, Alexandria, VA 22314; (703) 684-2782; www.capteonline.org. The Doctor of Psychology program is accredited, on contingency, by the Commission on Accreditation of the American Psychological Association. Questions related to the program’s accredited status should be directed to the Commission on Accreditation: Office of Program Consultation and Accreditation, American Psychological Association; 750 1st Street NE, Washington, DC 20002; (202) 336-5979; email: apaaccred@apa.org; www.apa.org/ed/accreditation.

The Juris Doctor program in the School of Law is accredited by the American Bar Association, 312 North Clark Street, Chicago, IL 60654; (312) 988-5000; www.americanbar.org.

The School of Medicine houses two accredited programs. The Doctor of Medicine is accredited by the Liaison Committee on Medical Education (LCME). LCME (www.lcme.org) is jointly sponsored by the Association of American Medical Colleges (2450 N. Street, NW, Washington, DC 20037; (202) 828-0596) and the Council on Medical Education of the American Medical Association (515 North State Street, Chicago, IL 60654; (312) 464-4933. The Marriage and Family Therapy program is accredited by the Commission on Accreditation of Marriage and Family Therapy Education, American Association for Marriage and Family Therapy, 112 South Alfred Street, Alexandria, VA 22314; (703) 838-9808; www.aamft.org.

The baccalaureate and master’s music programs of the School of Music are accredited by the National Association of Schools of Music, 11250 Roger Bacon Drive, Suite 21, Reston, VA 20190; (703) 437-0700; www.nasm.arts-accredit.org.

The Bachelor of Science in Nursing, the Master of Science in Nursing, and the Doctor of Nursing Practice programs in the College of Nursing are accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001; (202) 887-6791; ccneaccreditation.org. The College of Nursing is approved by the Georgia Board of Nursing, 237 Coliseum Drive, Macon, Georgia, 31217-3858, (478) 207-1640.

The Doctor of Pharmacy program in the College of Pharmacy is accredited by the Accreditation Council for Pharmacy Education, 135 S. LaSalle Street, Suite 4100, Chicago, IL 60603; (312) 664-3575; www.acpe-accredit.org.

The Master of Arts in Christian Ministry, the Master of Theological Studies, the Master of Divinity, and the Doctor of Ministry programs in the School of Theology are accredited by the Association of Theological Schools, 10 Summit Park Drive, Pittsburgh, PA 15275; (412) 788-6505; www.ats.edu.

**Grants and Contracts Office**

The Grants and Contracts Office (GCO) at Mercer University is the centralized administrative office that oversees the entire award process from the proposal submission to the award close out. This includes proposals and awards in support of any sponsored program to include Research, Instruction, Training, and Community Service Projects.
GCO has an enhanced database that houses the University's grant and contract information.

GCO assists faculty in all aspects of the pre-award process. It assists faculty in finding funding opportunities and provides general support to faculty for the preparation and submission of proposals including assistance with budget preparation and review. GCO is responsible for coordinating the routing of proposals for administrative review and approval prior to submission of applications to sponsoring agencies.

GCO manages all aspects of post-award administration. It is responsible for establishing accounts, managing budgets, authorizing expenditures, ensuring compliance with University policy and agency guidelines, collecting time and effort certifications, invoicing and reporting. Additional information can be found at: http://grants.mercer.edu/

International Programs

The Office of International Programs (OIP) is the central administrative unit of international education at the University. The OIP is responsible for the study abroad program, student and faculty exchange programs, international student and scholar services (F-1 and J-1 visa advising) and the English Language Institute (ELI). The OIP manages University relationships with foreign universities, government agencies, external partners supporting study abroad, and works closely with academic programs in developing and supporting study abroad. The OIP's mission is to advance global educational opportunities that inspire purposeful learning and engage Mercerians in communities worldwide.

International Student and Scholar Services

The Office of International Programs is responsible for advising the Mercer community on federal immigration regulations that govern foreign nationals attending or working with Mercer on either F-1 or J-1 visas. In addition, the OIP works closely with academic and student support units across campus in relation to the recruitment, matriculation, and retention of international students in degree programs and visiting faculty and research scholars.

For more international student and scholar information, please consult the department's web site at http://international.mercer.edu/, or call (678) 547-6151 (Atlanta) or (478) 301-2573 (Macon).

English Language Institute

The English Language Institute (ELI) is designed to assist international students with developing English language skills at levels sufficient to succeed in an American academic setting. Students who successfully complete the ELI program will fulfill the English language requirement for acceptance into most undergraduate and some graduate programs.

For more information about enrolling at the English Language Institute, visit the department's website at http://international.mercer.edu/english-language-institute/, send an e-mail inquiry to eli@mercer.edu, or telephone (678) 547-6151.

Study Abroad Programs

The Office of International Programs facilitates foreign educational experiences in order to support students' liberal education and enhance the individual's pursuit of vocation. Mercer University students who study abroad demonstrate stronger skills in critical thinking, problem-solving, and cross-cultural communication, all of which aid students' understanding of globalization and prepare them for life in the complex and interdependent world of the twenty-first century.

In addition to the semester- and year-long study abroad programs offered throughout the world, Mercer also offers a variety of short-term faculty-led programs during summer
sessions. Faculty-led study abroad programs allow students to learn more about another culture and earn academic credit while being mentored by a Mercer faculty member in a foreign cultural setting. For information on the types of programs being offered this year, cost, and financial aid, please contact the Office of International Programs, send an e-mail inquiry to studyabroad@mercer.edu, or visit MercerAbroad.com.
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 Professional Advancement of Mercer University, the School of Business and Economics, and the College of Education offer undergraduate programs that prepare adults for leadership roles as teachers, managers of profit and not-for-profit organizations, communication and public relations experts, and human service, criminal justice, and religious professionals. These academic programs, leading to bachelor's degrees, are offered in community settings that make 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 Professional Advancement of Mercer University, the School of Business and Economics, and the 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 alternatively scheduled times
- full-time study in two evenings per week or on weekends throughout the semester
- some online and hybrid course and program options
- 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 provide undergraduate adult learners with degrees, certificates and workforce development programs through the College of Education, the College of Professional Advancement of Mercer University, and the School of Business and Economics. Admissions personnel are available at the Regional Academic Centers in Henry County and Douglas County, as well as at our Macon and Atlanta campuses for admission consulting and assistance with enrollment topics.

Prospective students are invited to explore Mercer University’s adult learner undergraduate academic offerings in a variety of ways:

- Mercer University’s website www.mercerforyou.com, select Degrees and Programs, and browse degrees, locations, or modes of enrollment. You can also choose “Connect With Us” for personalized admissions assistance tailored to your program of interest and your goals.
- Call the Office of Admissions at (678) 547-6500 or toll-free (877) 840-8599 to chat with an admission professional Monday through Friday until 5:30 p.m.
- Email the Office of Admission: enroll@mercer.edu to request information or ask a question.
- Live chat with an Admissions professional by selecting our chat widget on www.mercerforyou.com website, located on the bottom right-hand of the page.

Visit us! Frequent information sessions are offered at each location and online. Upcoming dates for a session near you may be found at https://mercerforyou.com/connect-with-us/ or by calling or emailing us. Individual appointments in person, by telephone or videoconferencing are encouraged. Walk-in visitors are welcome, however, availability for immediate admission counseling may be limited based on scheduling, thus appointments are strongly encouraged.

For prospective graduate students, explore Mercer University’s Regional Academic Center graduate academic offerings in these ways:

- Mercer University’s website, www.mercerforyou.com, select Degrees and Programs, and browse degrees, locations, or modes of enrollment. You can also choose “Connect With Us” for personalized admissions assistance tailored to your program of interest and your goals.
- Email or call the individual Office of Graduate Admissions:
  - College of Professional Advancement of Mercer University graduate programs: penfield.admissions@mercer.edu or (678) 547-6417
  - School of Business and Economics: business.admissions@mercer.edu or (678) 547-6300
  - College of Education: mercereducation@mercer.edu or (678) 547-6084

Visit us! Frequent information sessions are offered at each location and online. Upcoming dates for a session near you may be found at https://mercerforyou.com/connect-with-us/ or by calling or emailing us. Individual appointments in person, by telephone or videoconferencing are encouraged. Walk-in visitors are welcome, however, availability for immediate admission counseling may be limited based on scheduling, thus appointments are strongly encouraged.
Admission Priority Deadlines

Applications for admission and all supporting documents, such as official transcripts and test scores, are accepted for processing on a rolling admission basis, however, priority admission deadlines for each semester are July 1 for Fall, December 1 for Spring, and April 1 for Summer.

Undergraduate Admission Policies and Procedures

Mercer University’s Regional Academic Centers offer academic programs through the College of Education, the College of Professional Advancement of Mercer University, and the School of Business and Economics. It is the mission of the Regional Academic Center Admissions 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 of the individual schools of their programs of study. Additional admission criteria may apply, depending on the program of study chosen. Refer to the appropriate school’s section of this catalog for details.

Admission Eligibility for the Regional Academic Centers

To be considered for the programs offered by the School of Business and Economics, the College of Education, and the College of Professional Advancement of Mercer University through the Mercer University Regional Academic Centers, applicants who have graduated from high school within three years preceding their application will be asked to provide a statement regarding their intentions to enroll in a nontraditional setting.

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). Applicants who have passed the GED examination with a minimum score of 250 (exams taken prior to Jan. 1, 2002), 2500 (exams taken after Jan. 1 2002) or 660 (2014 GED exam) may be considered for admission. The following materials are required from applicants for admission:

1. A completed Undergraduate Application for Admission.
2. A non-refundable application fee of $25.
3. An official high school or GED transcript.

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

All entering first-time undergraduate freshmen must complete proficiency assessments conducted by the Office of Admissions. Accepted GED recipients with little or no previous college credit will be required to take UNIV 110 (The Culture of the University), FDLS 115 (Introductory Algebraic Procedures for Problem-Solving), and FDLS 130 (Language and Communication). If, as a result of the proficiency assessment scores,
first-time freshmen are judged by their mentor to be ready for a higher level writing or mathematics course, these courses may substitute for FDLS 115 or FDLS 130. All first-time freshmen must enroll in UNIV 110. First semester freshmen are limited to nine (9) hours for the first semester of enrollment.

All first-time freshmen will be assigned a faculty mentor, selected for his/her ability to work effectively with students new to the college experience. Financial counseling of entering first-time freshmen by the Financial Planning Office will continue as it relates to early draw down of/request for loan support. Please note that first-time freshmen in the Regional Academic Centers may only enter the University during the fall and spring semesters.

**Transfer Students**

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

1. A completed Regional Academic Center Undergraduate Application for Admission.
2. A non-refundable application fee of $25.
3. Official transcripts of all post-secondary work attempted at any and all institutions, whether regionally-accredited or not, indicating a 2.25-2.5 cumulative grade point average (GPA), dependent on program. Conditional admission could be available on a program-by-program basis. Please see specific admission criteria for program of interest.
4. An official high school or GED transcript (only required for transfer applicants with less than 24 semester hours of college credit).

ALL postsecondary work at any and all colleges, universities, technical schools or vocational schools, regardless of accreditation or how long ago the student’s attendance was, whether or not the courses were actually completed, or what the academic standing of the student is or was, must be submitted. This will be verified by the National Student Clearinghouse Research Center. Please note that only official sealed or electronic transcripts and/or test scores are acceptable.

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 equivalent Mercer courses or as elective credits. Semester credits transfer into the University on a one-for-one basis. Each quarter hour credit is awarded 2/3 of a semester hour of 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. 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.

If a student wishes to transfer credits earned at a foreign institution to his/her record at Mercer, the student must supply the Registrar’s Office with an official copy (still sealed in the original envelope) of a credit evaluation from a reputable U.S. evaluation service; the evaluation should include all of the credits that the student wishes to transfer to Mercer. Once the Registrar’s Office receives an official evaluation, the student’s foreign credits will be reviewed to see if they are eligible for transfer to the student’s Mercer degree. Please note that the registrar makes the final decision when accepting credits from a foreign institution.
The University Registrar determines which courses taken at other institutions are directly comparable to Mercer’s courses and will be credited toward completion of degree requirements at Mercer University. The maximum credit allowed from all two-year colleges attended is 64 semester hours (96 quarter hours). Developmental and institutional courses will not be accepted for transfer credit. Courses in programs not available at Mercer (e.g. secretarial science, lab technician courses, and so forth) also will not be accepted.

Readmitted and Internal Transfer Students

Included in this category are students who previously attended a regional academic center (formerly called an extended education center) at Mercer University and wish to re-enter a regional academic center after an absence of one year or more. The following materials are required from applicants desiring readmission:

1. A completed Regional Academic Center Undergraduate Readmission Application.
2. Official transcripts from regionally accredited colleges, universities, and technical schools the student has attended since last enrolled at Mercer University. (Readmitted students who have not been enrolled at Mercer University for five years or more must re-submit transcripts from all schools they attended.)

Students applying for readmission with less than a 2.0 cumulative grade point average as undergraduates or a 3.0 as graduate students are required to submit a written request to the dean of the school of their prior enrollment. The letter and application form should be submitted at least four weeks prior to the date of anticipated enrollment. Generally, readmitted students are permitted to graduate from Mercer University according to the degree requirements set forth in the catalog under which they originally enrolled. However, students who leave the University, and are not enrolled for three consecutive years, must fulfill the catalog requirements in force at the time of re-enrollment.

Students enrolled in a program at Mercer University’s Cecil B. Day Atlanta Campus or Mercer University’s Main Campus in Macon who want to transfer to a program in Mercer University’s Regional Academic Center should complete the Application for Readmission or Intra-University Program Change form, available in the Office of the Registrar.

Students who seek readmission after ten years must reapply through the Office of Admissions.

Students who seek readmission after five years must secure new transcripts from all other institutions attended, including those institutions attended prior to their initial enrollment at Mercer.

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. International applicants are required to complete a Regional Academic Center Undergraduate Application for Admission and submit a non-refundable application fee of $50. The following admission standards apply to international undergraduate students:

Full Admission

- Official high school transcript with official translations in English
- Proof of English proficiency as demonstrated by acceptable SAT or ACT test scores [official TOEFL scores of 80 IBT (internet based TOEFL), 213 CBT (computer based TOEFL), or 550 PBT (paper based TOEFL)] or successful completion, through level 6, of Mercer University English Language Institute
course with a passing score on the Michigan test, which is administered as part of the ELI program. An IELTs score of 6.5 or higher will be considered as proof of English proficiency.

Personal interviews may be required.

**Conditional Admission**

Students who are accepted conditionally must complete the English Language Institute and successfully complete the Bridge Program with a grade point average of 2.5 or higher. To be accepted conditionally, students must submit the following.

- Official high school transcript with official translation in English
- Letter in English describing career plans and goals
- Letters of recommendation in English (maximum of three) from former teachers, colleagues, or professionals who can comment on the student’s academic potential

**Transfer Students**

Students who have completed at least one year of university-level work are not required to submit high school transcripts but are required to submit for evaluation official copies of all university transcripts with official copies in English. Depending upon the evaluation of these transcripts, students may be required to complete certain courses in the Bridge Program.

**II. Non-Degree Seeking Students**

**Undergraduate Certificate Students**

Included in this category are applicants who wish to take college courses that 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 College of Education’s administrative offices. Refer to the College of Education section of this catalog for Post-Baccalaureate Teacher Certification Program admission requirements.

**Unclassified Students**

Included in this category are applicants who desire to enroll in college 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.
2. A non-refundable application fee of $25.
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 at 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.
2. A non-refundable application fee of $50.
3. A “letter of good standing” from the college or university at which the student is currently enrolled, indicating permission for the specific courses to be taken.

**Students Auditing Courses**

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 the courses. The permission of each course’s instructor is required. Additional information about auditing courses can be found in the “Academic Regulations” section of this catalog.

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

1. A completed Regional Academic Center Undergraduate Application for Admission.
2. A non-refundable application fee of $25.

**Immunization Policy**

The “Mercer University Student Health Form” is required. It must be completed and signed by the student and then returned to the Student Health Center along with an official copy of the student’s immunization (vaccine) record. Students are encouraged to keep a photocopy of this completed form for their personal records. Mercer Student Health Center cannot forward a copy of the student’s records to another institution.

All students born after 1956 must provide a statement of immunization 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, two doses of Mumps vaccine, and one dose of Rubella are required. You must have been at least 12 months old when the first Measles dose was received.

If a student is unable to provide documented 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, or Rubella, the student may register following documentation of the first dose of MMR, with the second to follow in 30 days, if required.

A completed Tuberculosis (TB screening questionnaire is required of all new students (page 2 of the Mercer Immunization form). Students at risk for TB will be required to have a PPD skin test (Mantoux). The Tine 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. A physician should evaluate individuals with a positive tuberculosis skin test.

Do not assume that childhood immunizations are adequate; requirements have changed during the past several years. Medical facilities in the U.S. and in other countries are required to keep records of vaccinations. Additional sources of immunization information include doctors’ offices, health departments, and schools. 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.

Exemptions from compliance with the immunization policy include:

1. Religious exemption, written on letterhead stationery, signed by a religious official and notarized.

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2. Medical exemption, written on office stationery, and signed by a health care provider. The letter should state the reason for the exemption, and whether the exemption is permanent or temporary.

Immunizations for the following diseases are recommended, but not mandatory: chickenpox (varicella), 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.

**Student Health Insurance**

Mercer students must maintain primary insurance coverage. Students, except those enrolled in the Regional Academic Centers or distance learning programs, are automatically enrolled in the University sponsored student health plan. There is a charge for this coverage. To have the charge removed from the Mercer account, a student must show evidence of enrollment in a personal insurance plan.

**Information for Military Service Members, Veterans and Others Eligible for U.S. Department of Defense (DoD) or Veterans Affairs (VA) Education Benefits**

Individuals who contemplate enrollment and who are eligible for financial assistance through the U.S. Department of Defense (DoD) or 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 $500 to $1,000 per year.

**Parking Fee:** No fees are charged for University parking. However, parking decals are required on Mercer’s campuses/regional academic centers and may be obtained from the University Police or center coordinators at off-campus regional academic centers. Students who commit parking violations are subject to fines and vehicle impoundment.

**Miscellaneous Fees:** Fees or fines may be imposed for 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 causes.

**Student Identification:** All Mercer students are required to have a valid student identification card. IDs 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 with 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 that 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 to have 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 that 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 Bylaws 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

Alpha Phi Sigma Honor Society (for Undergraduate Students in Criminal Justice Leadership)

Alpha Phi Sigma is a national honor society whose primary purpose is to recognize and promote high scholarship among students actively engaged in collegiate preparation for professional services; to keep abreast of the advances in scientific research; to elevate the ethical standards of the Criminal Justice professions; and to establish in the public mind the benefit and necessity of education. The society recognizes academic excellence by undergraduates as well as graduate students of Criminal Justice Sciences. To become a member as an undergraduate, the student must:

1. Have completed one-third of his/her total hours required for graduation at Mercer
2. Maintain a minimum of 3.2 overall GPA
3. Maintain a minimum of a 3.2 GPA in public safety and criminal justice courses
4. Rank in the top 35% of classes
5. Completed a minimum of four courses within the criminal justice curriculum
6. Have declared Criminal Justice Leadership as a major or minor

Alpha Sigma Lambda Honor Society

Alpha Sigma Lambda is a national honor society for adult students in higher education. The Zeta Upsilon Chapter of this society was established at Mercer University in 1990. The purpose of the Zeta Upsilon Chapter of Alpha Sigma Lambda is to provide an association for students who have demonstrated academic excellence while completing an undergraduate degree. The criteria for membership in the Zeta Upsilon Chapter are:

1. Attendance at Mercer University for a minimum of three semesters.
2. Completion of a minimum of 48 semester hours with Mercer, including twelve semester hours of liberal arts/sciences courses at Mercer.
3. Rank in the highest ten percent of all graduating seniors within the College of Professional Advancement.

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

Kappa Delta Pi Honor Society

Kappa Delta Pi is the oldest and largest national honor society for students of education in the United States. Mercer opened a chapter of this society in 1994. The criteria for membership in the society are:

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 3.80 GPA in their education courses (for Middle Level students, that would include concentration courses).
4. Students must have senior status.
5. 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.

Omicron Lambda Honor Society (For undergraduate students in Organizational Leadership)

Omicron Lambda is a local honor society whose primary purpose is to recognize college seniors in the organizational leadership undergraduate program at Mercer University for high scholarship and all-around excellence in leadership and service.
The criteria for membership in the society are:

1. Members must be seniors enrolled in the Organizational Leadership program at Mercer University and must not have been awarded any baccalaureate degree.
2. Students must have been in attendance at Mercer University for a minimum of three semesters.
3. Students must rank in the highest five percent of all those students who satisfy the requirements enumerated in (1) and (2) above provided the minimum grade point index shall not fall below 3.5 on a 4.0 scale. The cumulative scholastic record of the student as interpreted by Mercer University shall be the basis for computing scholastic eligibility.

**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.

**Tau Upsilon Alpha Honor Society**

Tau Upsilon Alpha is a national honor society for students in undergraduate and graduate degree programs in the Human Services. Established in 2006 under the auspices of the National Organization for Human Services, Mercer University’s Eta Chapter became, in 2007, a charter member of the honor society.

Criteria for membership in the Eta Chapter include being a major/minor in the Human Services degree program, having a 3.5 cumulative GPA, being in the highest 35% of one’s class, enrollment at Mercer University for three semesters as a full-time student, and exemplifying the leadership and ethical characteristics of the Ethical Standards of Human Services Professionals.

**Upsilon Pi Epsilon Honor Society (for Undergraduate and Graduate Students in Informatics)**

Upsilon Pi Epsilon is the only international honor society for recognition of academic excellence in the computer and information-related disciplines. It is endorsed by both the Association for Computing Machinery and the IEEE Computer Society.

The criteria for membership are:

1. Undergraduate students:
   a. Earn a grade point average of at least 3.0 on a 4.0 scale.
   b. Rank in the upper 35% of their class.
   c. Complete at least 45 credit hours, including at least 15 credit hours in Informatics major courses.
   d. Complete at least one year at Mercer University (one semester for Senior transfers).
2. Graduate students:
   a. Earn a grade point average of at least 3.5 on a 4.0 scale.
   b. Rank in the upper 35% of their class.
   c. Complete at least half of the credit hours required in their degree program.
   d. Complete at least one semester in residence at Mercer University.
Counseling Services for Regional Academic Centers

Counseling and Psychological Services enhances the academic and personal lives as well as the retention and success of all Mercer students by addressing their mental health concerns. CAPS creates opportunities for healthy emotional and social development through individual and couples counseling services, crisis management, and outreach programming. Consultation is provided to the Mercer community including family, friends, faculty and staff. Referrals to off-campus mental health service providers are made when appropriate and upon students’ request. Regional Academic Center students can seek counseling services at CAPS located on the Atlanta campus or the Macon campus. For more information, visit the website at http://counseling.mercer.edu/ or call Atlanta CAPS at or 678-547-6060 or Macon CAPS at 478-301-2862.

Center for Career and Professional Development

The Center for Career and Professional Development (CCPD) offices (https://career.mercer.edu/) are located on the third level of the Connell Student Center in Macon, in the Atlanta Administration and Conference Center (AACC) in Atlanta, and in the Henry County Regional Academic Center located in McDonough, GA. CCPD offers a range of free services to assist all undergraduate, graduate, and professional students and alumni in making informed decisions based on their individual career needs. CCPD staff partner with students to develop and hone career-related skills applicable to areas of study. Valuable resources and information are available to effectively navigate the career management process and facilitate successful career transitions including, but not limited to, career exploration, resume preparation, interviewing skills, strategic job and internship search methods, and networking. Individual appointments, computer-based career resources, and job and internship opportunities are available on Handshake, (https://mercer.joinhandshake.com/login), Mercer’s career development platform.

Library Services

The Mercer University Library offers comprehensive support for academic success for all students -- Atlanta, Macon, Centers, or via distance learning programs.

Our vision: Advancing the discovery, development, and delivery of scholarship that researchers use to change our world.

Our mission: Transforming scholars by promoting an innovative and adaptive environment that allows creative, collaborative, and independent learning. We provide tailored, accessible resources through collections, partnerships, and inspired service.

The Library web site [libraries.mercer.edu] is the gateway to library services, collections, and personal assistance. This includes research guides tailored to the subject matter of individual degree programs as well as links to librarians for research assistance and information about library services, facilities, and technology.

The Medical Library and Peyton T. Anderson Learning 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, which is accessible to law students 24 hours a day, is the center for legal research information at Mercer's law school. The law library's staff of sixteen includes professional librarians who have both law degrees and master's degrees in library and information science. The library's staff provides instruction in the required "Introduction to Legal Research" course, as well as the elective "Advanced Legal Research" course, which further develops a lawyer's ability to critically select and use a wide range of legal information sources. Mercer law librarians also teach specialized legal
research, as part of doctrinal courses, on topics such as labor, securities, tax, and environmental law. The library's collection includes judicial, legislative, administrative, and practice materials, in electronic and print formats, for all jurisdictions, with an emphasis on Georgia and the Southeast. The library and computer lab form a fully integrated, functional unit, and Mercer law students utilize desktop computers and network drops to access the law school's network.

University Housing and Meal Plans

Mercer University does not require Regional Academic Center students to reside on campus. Those individuals who wish to utilize campus housing are required to sign a residence hall contract for each academic year. Contracts are legally binding and once an assignment is made, the contract may not be cancelled except in case of graduation, withdrawal or transfer from the University. All Housing facilities (except the Orange Street Apartments and The Lofts) are closed during the winter break. Housing information and housing contracts for residence hall rooms, apartments, and Greek houses are available through the students MyMercer account. For additional information about living on campus, please visit our website: http://studentaffairs.mercer.edu/housing. All Freshmen, Sophomores and Juniors living in Macon Campus residence halls and apartments (including Mercer Lofts) under 21 years of age are required to purchase a meal membership plan in accordance with Mercer University's policy. For more information regarding meal membership plans, including rates and other requirements, please contact Auxiliary Services. Additional information can also be found in the Macon and/or Atlanta catalogs.
Financial Information

2019-20 Academic Year Only

Mercer University makes every effort to keep the costs of education at a reasonable level and to help qualified students to finance a Mercer education. Many types of financial assistance are available. The Bursar’s Office is eager to help students in their financial planning to meet the costs of education.

Tuition and Fees

Tuition and fees are assessed each term in accordance with the following schedule:

Undergraduate Rate

Undergraduate Rate Per-Credit-Hour ...............................................................$475/hr

Graduate Rates

School of Business and Economics

Graduate Programs

Master of Business Administration ...........................................................$778/hr
Non-degree Business ...................................................................................$778/hr

College of Education

Graduate Programs

Master of Education.................................................................$611/hr
Master of Arts in Teaching ..........................................................$626/hr
Specialist in Education .................................................................$631/hr
Ph.D. .........................................................................................$739/hr
Non-degree Education .................................................................$611/hr

Student Teaching Special Fees by Course

EMAT 611B, 612B .........................................................................................$360
EMAT 611, 612, 686, EDUC 492, 496, 498 ..................................................$660

Field Placement Special Fees by Course

EDUC 410B, EMAT 610B ..................................................................................$200
EDUC 410A, EMAT 610A ..................................................................................$100
ELAD 483, 484, 486, EDUC 311B, 480 .......................................................$250
EDUC 676, 679, 725, 726, 727, ESTM 674 .......................................................$75

Practicum Fees by Course

EDUC 311A, 313B, 485, 488, EMAT 608, 609, 684, 685 ..................................$250

Educational Leadership Academy Fee (per semester) ..............................$25
Reciprocity Fee .......................................................................................$600

College of Professional Advancement

Graduate Programs

Master of Science
Clinical Mental Health Counseling ..........................................................$636/hr
Clinical Rehabilitation Counseling ..........................................................$636/hr
Human Services ......................................................................................$600/hr
Organizational Leadership ......................................................................$615/hr
Criminal Justice and Public Safety ............................................................$600/hr
School Counseling ..................................................................................$636/hr
Doctor of Philosophy ................................................................................$739/hr
Non-degree .....................................................................................................$615/hr
Practicum Fees by Course ...................................................................................... $100
  COUN 609, 639, HRAD 495, HSRV 475, PSFT 470, RHAB 609
Field Placement Fee by Course............................................................................... $100
  COUN 640, 710, CRJS 470
Internship Fees by Course........................................................................................ $100
  COUN 610, 910, HSRV 476, PSLD 632, RHAB 610
Testing and Assessment Fee: COUN 617 ................................................................. $50
e-Portfolio Fee ........................................................................................................... $15
  LBST 210, 310, 360, 498
Miscellaneous Fees — All Campuses:
Application Fee........................................................................................................... varies by program
Audit Fee
  Part-time students ................................................................................................. $150 each course
  Full-time students ................................................................................................. no charge for one audit per semester
Challenge Examination .......................................................................................... $250 per test
Facilities and Technology Fee:
  Undergraduate students enrolled in
    12 hours or more ................................................................................................. $150/semester
  Undergraduate students enrolled in
    11 hours or less .................................................................................................... $12.50 per credit hour
  Graduate and prof. students enrolled 9 hours or more........................................ $150/semester
  Graduate and prof. students enrolled 8 hours or less........................................ $17.00 per credit hour
Health Insurance (International Students) ............................................................... contact Bursar's Office for current rates
Laboratory Fee (charged each session per designated laboratory class) ................ $50
Late Registration Fee ............................................................................................... $50 per semester
Late Payment Fee (assessed monthly) .................................................................... $50
Registration Reinstatement Fee ............................................................................... $50
Returned Check Fee ................................................................................................. $50 or 1% of the face value of the check whichever is greater
Payment Plan Fee (based on enrollment) .................................................................. $40-50
Transcript Related Fees
  Transcript Fee (for two to five-day service) ......................................................... no charge
  Transcript on Demand (immediate service) ......................................................... $25
  Document Faxing Fee ............................................................................................. $5

Housing/Meal Plans
Macon Campus Housing/Meal Plans ................................................................. please see Macon catalog for rates
Atlanta Campus Housing ........................................................................................ please see Atlanta catalog for rates

(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.)

Please note that the above listed tuition rates and miscellaneous fees are for the 2019-2020 academic year and are subject to change without prior notice. Students cross-registering for courses outside their college/school of enrollment will continue to pay the tuition rate of their home college/school for those courses.

 Billing and Fee Payment

All students will be electronically billed and may access tuition statements through the Manage My Account link in their MyMercer account. Notification emails are sent to the

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student’s official Mercer email address when new statements are posted. **Tuition is always due by the first day of the semester.**

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 monthly $50 fee will be charged for late payment.**

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.** Students will be charged tuition and fees for all attempted hours, regardless of completion. In order to obtain a refund of 100% tuition and fees, the student must drop their courses during the drop/add period of the given semester. Please see “Refund Policy” for further details.

**PLEASE NOTE:** If payment arrangements have not been made by the first day of the term, 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. **Official correspondence, notices, and bills from the Bursar Office will be sent to the student's official Mercer designated email address.**

**Audit Fee**

Certain programs allow students to audit courses, please see the University Audit Fee Schedule for additional information. Full-time rates are based on nine (9) semester hours for graduate and twelve (12) semester credit hours for undergraduate students.

**Course Fee**

Additional fees may be assessed for special course requirements.

**Statement of Student Responsibility**

Prior to registering, students are required to read and acknowledge the Statement of Student Responsibilities indicating their understanding of their academic and financial obligations associated with enrollment at Mercer University. This document is available in the MyMercer portal and must be completed prior to each registration period.

The registration of a student signifies the assumption of definite financial obligations between himself or herself and the University.

**Payment Methods**

Tuition, special fees, housing, and other assessments may be paid by cash, check, or money order (made payable to Mercer University,) or by MasterCard, Discover, Visa, and American Express. Credit card payments must be made online through the student MyMercer portal. Students paying by credit card will be assessed a convenience fee by the credit card processor. E-check payments are free. The Bursar Office is unable to accept coin payments in excess of five dollars.

Students will be notified of their anticipated amounts of financial aid by way of award notifications or letters from the Office of Student Financial Planning. Students with balances not covered by financial aid must enroll in a payment plan or have their balance paid in full by the first day of class.

In an ongoing effort to assist our students and their families with budgeting educational expenses, Mercer offers an online monthly payment plan that allows a student to pay tuition in monthly installments throughout the semester. Also, students who receive company reimbursement may be eligible to participate in our Employer Tuition Assistance Payment Plan. More information concerning these payment options may be obtained by visiting our website at bursar.mercer.edu, or by contacting the Office of the Bursar.
Payment of tuition and fees is the responsibility of the student, regardless of sponsorship by his or her employer. To avoid late fees and being placed on registration and transcript holds, payment arrangements should be made by the first day of class each semester.

**Corporate Billing**

Special billing arrangements involving Corporate entities must be submitted to the Office of the Bursar. Approved billing authorization, financial guarantee, or voucher must be received by the first day of class for the current term. In the event the sponsor does not pay, the student is responsible for the unpaid balance on the account. Students utilizing Corporate billing must resolve all outstanding balances no later than 30 days from the last day of class.

**VA Benefits**

Individuals who are contemplating enrollment and are eligible to receive financial assistance through the U.S. Department of Veterans Affairs should contact the University’s Office of the Registrar on the Macon Campus regarding VA certification. VA recipients should not assume that contacting the Registrar relieves them of payment obligations. Students MUST notify the certifying official in the Registrar’s office if they:

- Used all of their Veteran Educational Benefits
- Changed course load or Program of Study
- Withdraw from classes (after start of term)
- Terminate Enrollment (before start of term)

Students who receive VA benefits must make appropriate payment arrangements with the Office of the Bursar no later than the first day of class each semester to ensure that their tuition and fees will be paid in full.

Students receiving tuition assistance paid directly to the University will have their total tuition and fees submitted to VA for payment based on their eligibility percentage, minus any tuition-based scholarships awarded for the term. Housing fees, meal plan fees, and miscellaneous fees (parking tickets, housing fines, etc.) are not eligible to be paid by VA and are the responsibility of the student.

Students who have less than 100% eligibility entitlement or receive VA tuition assistance paid directly to the student are responsible for paying any outstanding balance no later than the first day of class. If students are unable to pay the balance in full they are encouraged to enroll in the Monthly Payment Plan to avoid holds and late fees on their tuition account.

Post-9/11 GI-Bill: The U.S. Department of Veterans Affairs provides a maximum amount of benefit per academic year (August 1st – July 31st), based on the entitlement percentage of the student. Students are responsible for paying any remaining balance on their tuition account if:

1. the maximum has been paid by VA for the academic year,
2. the student has exhausted lifetime benefits, or
3. the end of the entitlement period is reached.

Yellow Ribbon: Students with 100% entitlement may be eligible to receive Yellow Ribbon to help cover their balance. Once a student is out of entitlement, or has reached his/her delimiting date, VA will not pay the Yellow Ribbon. Active duty personnel and their spouses utilizing transferred entitlement are not eligible for the Yellow Ribbon. For more information on this program, please contact the Office of the Registrar (478) 301-2494.

VA benefits will be reduced if a student withdraws from a class or changes his/her enrollment status. In the event of an overpayment, the student will be immediately
responsible for repayment to the Veteran’s Administration. The Mercer VA Certifying Official in the Office of the Registrar must be immediately informed by the student regarding schedule changes.

Veterans Services at Mercer University is not a division of or directly affiliated with the United States Department of Veterans Affairs.

Students with questions about their eligibility for benefits and payments, should contact the Department of Veterans Affairs 1-888-GIBILL-1 (1-888-442-4551) or visit https://www.benefits.va.gov/gibill/school_resources.asp.

**Student Insurance – International Students**

All International students are required to carry active health insurance regardless of hours enrolled. Each semester, an insurance premium is assessed at the time of registration.

Students who do not wish to purchase the school policy must provide proof of coverage by completing an online insurance waiver at the CORE Management website by the published deadline. Once coverage is verified, the premium charge will automatically reverse off the student ledger. **If the waiver is not entered each semester by the published deadline, the student will be held responsible for payment of the non-refundable insurance premium. No exceptions are made to this deadline.**

**Debts**

No official records are released, no future registration is allowed, and the faculty considers no student as a candidate for graduation until all indebtedness to the University has been settled. The Bursar’s Office is authorized to apply to the student's debt any funds needed from the student's scholarships, loans, state grants, or any other student financial aid (unless prohibited by regulations governing said aid.) Students with outstanding indebtedness will not be eligible to register for subsequent semesters and may be subject to late penalties and interest charges.

Failure to pay any sums due to Mercer University may result in the submission of the students account to Mercer University’s Internal Collection Department. If such action is required, the student will be liable to pay a late fee of $5.00 for each thirty (30) days that the payment is past due and interest will accrue monthly at the rate of up to 9% for the life of the balance. In the event the student account is submitted to an outside collection agency, the student will be liable for the fees of any collection agency, which may be based on a percentage at the maximum of 33.3% of the debt, and all costs and expenses, including reasonable attorney’s fees, Mercer University incurs in such collection efforts. Any account placed with collections may be reported to the Credit Bureau and NSLDS.

**Refund Policy**

Mercer University will maintain a fair and equitable refund policy by adherence to the 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 policy with which it may conflict.

The criteria for the Mercer Institutional Refund Policy are based upon federal mandates established by the Federal Return Policy, which took effect on all Mercer campuses on August 15, 2000, replacing all existing refund policies throughout the University. The policy applies whether or not Title IV awards are involved.

Questions regarding refund procedures and amounts should be directed to the Office of the Bursar, 1501 Mercer University Drive, Macon, GA 31207 (Telephone: 478-301-1111.)
Refunds will be calculated based on enrollment of either semester-based programs or session-based programs, as defined below;

**Semester-Based Programs:** Class enrollment spans the entire semester. Classes typically run 16-weeks.

**Session- (or module) Based Program:** Enrolled in one or more courses that do not span the entire semester. Typically, there are two 8-week sessions within the semester.

*Special requirements for session-based program refunds will be notated throughout this policy by an asterisk.

**PLEASE NOTE:** The last date for a tuition refund MAY NOT correspond with the last day to withdraw for the term. Please contact the Bursar’s Office for the last day to withdraw for a tuition adjustment.

**Eligibility for refund of tuition, fees and other institutional charges:**

A student is not eligible for any refund if:

1) The student fails to formally withdraw.
2) The student is suspended for disciplinary reasons.
3) The student withdraws when a disciplinary action or honor code violation is pending.
4) The student withdraws from a class or classes while currently enrolled in other classes for the semester.
5) *The student provides written confirmation that they will return for a future session in the same semester.

**Official and Unofficial Withdrawals**

**Officially Withdrawing:**

1) To officially withdraw from the semester, a student must drop or withdraw from all courses for the term.
2) Students contemplating dropping or withdrawing from courses are urged to first consult their student financial aid counselor for information regarding the impact of this action on their financial aid award.
3) To officially withdraw, the student must complete the online withdrawal form located within the MyMercer student portal, or complete and return a Term Withdrawal form to the Registrar’s Office.
4) The completed form must be submitted to the Registrar’s Office before withdrawal can be finalized.
5) Refund calculations will be based upon the date the student officially notifies the Registrar’s Office in writing or in person of his/her intent to withdraw.
6) Per federal regulations, a calculation for the return of federal funds (to the source of funding) will be completed within 45 days of the student “officially withdrawing.”
7) Any balance or overpayment created due to financial aid disbursements being returned to their original source of funding per the withdrawal calculation will become immediately due and payable, by the student, to the University and in some cases to the U.S. Dept. of Ed.
8) Once all calculations are completed, the Bursar Office will invoice the student for any outstanding balance.
9) *Session-Based students who officially withdraw from Session I and are also enrolled in Session II must provide written notification they plan to attend Session II classes. Without this written documentation, the student will be
dropped from the Session II classes and a Term Withdrawal Calculation will be completed.

10) *Session-Based students who drop Session II courses while still attending Session I are not considered withdrawals. However, if the student is Pell eligible or receiving the Georgia Tuition Equalization Grant, a downward enrollment calculation is necessary. **NOTE: If the student drops all Session II courses after session one ends, through the end of drop/add period for Session II, a withdrawal calculation must be performed even if Session I courses were completed with grades.**

**Generally withdrawing**

1) Non-attendance or ceasing to attend a course(s) does not constitute an official schedule change, course withdrawal, or term withdrawal

2) Failure to "officially withdraw" will result in academic penalties and may affect the student’s Satisfactory Progress rating.

3) Students failing to officially withdraw will be held financially accountable for tuition, fees, and stipends issued to them for the term.

4) 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 return of financial aid funds. Otherwise, the University may use the student’s last verifiable day of an academically related activity.

5) Per federal regulations, a withdrawal date will be determined within 30 calendar days from the end of the semester for those students who ceased attendance without “officially withdrawing” from the University and those students who are determined not to have earned any credit for the semester.

6) Any balance or overpayment created due to financial aid disbursements being returned to their original source of funding per the withdrawal calculation will become immediately due and payable, by the student, to the University and in some cases to the U.S. Dept. of Ed.

7) Once all calculations are completed, the Bursar Office will invoice the student for any outstanding balance.

8) *Session-based students who complete Session I, earning a grade(s), and then cease attendance in session II courses are considered “unofficial withdrawals.”

**Refund of Non-Tuition Charges**

1) If a student withdraws before the first day of classes for the term, housing and/or meals will be charged based on usage up until that point in time.

2) If a student withdraws prior to the beginning of the semester or during the official drop/add period, lab fees, facility/technology fees, and insurance premiums will be refunded.

3) If a student withdraws after the end of the official drop/add period, housing and meal plan refunds will be calculated by Residence Life and Auxiliary Services respectively, based on usage.

4) Pre-enrollment deposits and dormitory or housing deposits are non-refundable.

5) Insurance Premiums are non-refundable after waiver deadline.

6) Additional charges for housing and meals will be assessed on a prorated basis from the date of withdrawal until the student vacates the room and returns his/her key and keycard.

7) Once all calculations are completed, the Bursar Office will invoice the student for any outstanding balance.
Refund Appeals

Any exception to the University Refund Policy requires a written appeal by the student to the Refund Appeals Committee. Letters must be submitted, along with any supporting documentation, to the University Bursar by the beginning of the semester following the one in dispute. The committee meets as needed and responds in writing. This is the student’s final venue of appeal.

Withdrawal Refund Calculations

The federal government requires the Office of Financial Planning to calculate how much Title IV aid a student has earned. Federal regulations state that a student earns Title IV aid based on the period of time he/she remains enrolled for a particular term.

A student who has completed more than 60% of the enrollment period is considered to have earned 100% of the Title IV aid awarded; no return of Title IV aid is required.

\[
\frac{\text{Enrolled Days}}{\text{Days in the Enrollment Period}} = \% \text{ of Title IV Earned by Student}
\]

Per federal regulations, any federal funds not earned by the student must be returned to the Title IV program in the following order:

- Unsubsidized Federal Direct Stafford Loan
- Subsidized Federal Direct Stafford Loan
- Federal Perkins Loan
- Federal Direct Plus Loan
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant
- Other Title IV Aid Programs

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

- State and other loans
- State and other grants/scholarships
- Mercer institutionally-funded loans
- Mercer institutionally-funded grants/scholarships
- Mercer endowment-funded loans
- Mercer endowment-funded grants/scholarships
- Other loans
- Other scholarships
- Student/parent payments

Semester-Based Federal Return Calculation Example

The following scenarios illustrate how Federal Return calculations are performed for Semester-Based programs:

Scenario #1:
First day of class: August 20th
Last day of exams: December 14th
Holidays: Thanksgiving - November 27-December 1

Number of calendar days in this enrollment period = 112 days

A Macon undergraduate student completes and submits a term withdrawal form in the Registrar's office on October 17th.
Total number of days student is enrolled = 59 days

\[
\begin{array}{c}
59 \text{ Days} \\
112 \text{ Days}
\end{array}
\]

<table>
<thead>
<tr>
<th>Charges</th>
<th>Amount Retained</th>
<th>Amount Refunded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$8,648.07</td>
<td>$10,105.93</td>
</tr>
<tr>
<td>Fees</td>
<td>$79.05</td>
<td>$70.95</td>
</tr>
<tr>
<td>Housing</td>
<td>$1,222.64</td>
<td>$1,097.36</td>
</tr>
<tr>
<td>Meal Plan</td>
<td>$1,515.39</td>
<td>$1,360.11</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$11,465.15</strong></td>
<td><strong>$12,634.35</strong></td>
</tr>
</tbody>
</table>

Financial Aid Refund Calculation

| Total Title IV aid to be returned | $4,245 x 47.3% | $2,007.89 |
| Total Non-Title IV aid to be returned | $12,634.35-2008 | $10,626.35 |

<table>
<thead>
<tr>
<th>Title IV Aid</th>
<th>Disbursed</th>
<th>Amount Retained</th>
<th>Amount Refunded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Subsidized Loan</td>
<td>$1,750.00</td>
<td>$0.00</td>
<td>$1,750.00</td>
</tr>
<tr>
<td>Federal Pell Grant</td>
<td>$2,495.00</td>
<td>$2,237.00</td>
<td>$258.00</td>
</tr>
<tr>
<td><strong>Total Title IV Aid</strong></td>
<td><strong>$4,245.00</strong></td>
<td><strong>$2,237.00</strong></td>
<td><strong>$2,008.00</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Non-Title IV Aid</th>
<th>Disbursed</th>
<th>Amount Retained</th>
<th>Amount Refunded</th>
</tr>
</thead>
<tbody>
<tr>
<td>GA Tuition Equalization Grant</td>
<td>$350.00</td>
<td>$0.00</td>
<td>$350.00</td>
</tr>
<tr>
<td>HOPE Scholarship</td>
<td>$1,854.00</td>
<td>$0.00</td>
<td>$1,854.00</td>
</tr>
<tr>
<td>Mercer Scholarship</td>
<td>$7,000.00</td>
<td>$921.65</td>
<td>$6,078.35</td>
</tr>
<tr>
<td><strong>Total Non-Title IV Aid</strong></td>
<td><strong>$9,204.00</strong></td>
<td><strong>$921.65</strong></td>
<td><strong>$8,282.35</strong></td>
</tr>
<tr>
<td><strong>TOTAL FINANCIAL AID</strong></td>
<td><strong>$13,449.00</strong></td>
<td><strong>$3,158.36</strong></td>
<td><strong>$10,290.35</strong></td>
</tr>
</tbody>
</table>
Session-Based Federal Return Calculation

<table>
<thead>
<tr>
<th>Scenario #1:</th>
<th>First Day of Session</th>
<th>Last Day of Session</th>
<th>Total # of days in Enrollment Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session 1</td>
<td>January 6th</td>
<td>March 3rd</td>
<td>57</td>
</tr>
<tr>
<td>Session 2</td>
<td>March 7th</td>
<td>May 3rd</td>
<td>58</td>
</tr>
<tr>
<td>Session 3</td>
<td>January 6th</td>
<td>May 3rd</td>
<td>118</td>
</tr>
</tbody>
</table>

A Regional Academic Center Student is enrolled in 2 classes for session 1 and 2 classes for session 2 for a total of 12 hours. The student begins both session 1 courses on January 6th. On January 22nd the student withdrawals from both session 1 courses and drops both session 2 courses on the same day.

Total number of days student is enrolled = 17 days

\[
\frac{\text{Total number of days enrolled}}{\text{Total number of days in enrollment period}} = \% \text{ of Charges/aid earned by the Student}
\]

\[
\frac{17 \text{ Days}}{118 \text{ Days}} = 14.4\%
\]

<table>
<thead>
<tr>
<th>Charges</th>
<th>Session 1</th>
<th>Session 2</th>
<th>Amount Retained</th>
<th>Amount Refunded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$2,460.00</td>
<td>$2,460.00</td>
<td>$708.48</td>
<td>$4,211.52</td>
</tr>
<tr>
<td>Fees</td>
<td>$75.00</td>
<td>$75.00</td>
<td>$21.60</td>
<td>$128.40</td>
</tr>
<tr>
<td>Total</td>
<td>$2,535.00</td>
<td>$2,535.00</td>
<td>$730.08</td>
<td>$4,339.92</td>
</tr>
</tbody>
</table>

Financial Aid Refund Calculation

Total Title IV aid Earned = $5,120 x 14.4% = $737.28

Total Title IV aid Unearned = $5,120 - 737.28 = $4,382.72

Total Title IV aid to be returned by the Institution = Lesser of Unearned Title IV aid vs. Unearned Charges returned by the Institution.

Mercer to return $4,340 in Title IV aid.

<table>
<thead>
<tr>
<th>Title IV Aid</th>
<th>Disbursed</th>
<th>Amount Retained</th>
<th>Amount Refunded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Unsubsidized Loan</td>
<td>$4,452.00</td>
<td>$112.00</td>
<td>$4,340.00</td>
</tr>
<tr>
<td>Direct Subsidized Loan</td>
<td>$668.00</td>
<td>$668.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Title IV aid</td>
<td>$5,120.00</td>
<td>$780.00</td>
<td>$4,340.00</td>
</tr>
</tbody>
</table>

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The amount of Title IV aid required to be returned by the student = Total Unearned Title IV aid - Amount of Title IV aid returned by the Institution

Title IV aid to be returned by the student

\[ \$4,382.72 - \$4,340 = \$42.72 \]

**Scenario #2**

A student is enrolled in 6 credit hours for session 1 and 6 credit hours for session 2. The student completes session 1.

On March 7th, the student drops both session 2 courses.

This student is considered a term withdrawal as of March 7th.

**Total number of days student is enrolled = 61 days**

\[
\text{Total number of days enrolled} = \frac{\text{Total number of days in enrollment period}}{\text{Total number of days in enrollment period}} \\
61 \text{ Days} = 51.7\% \\
118 \text{ Days}
\]

<table>
<thead>
<tr>
<th>Charges</th>
<th>Session 1</th>
<th>Session 2</th>
<th>Amount Retained</th>
<th>Amount Refunded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$2,460.00</td>
<td>$2,460.00</td>
<td>$2,460.00</td>
<td>$2,460.00</td>
</tr>
<tr>
<td>Fees</td>
<td>$75.00</td>
<td>$125.00</td>
<td>$75.00</td>
<td>$125.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$2,535.00</strong></td>
<td><strong>$2,585.00</strong></td>
<td><strong>$2,535.00</strong></td>
<td><strong>$2,585.00</strong></td>
</tr>
</tbody>
</table>

Since the student dropped session 2 courses during the Institution’s scheduled drop/add period for session 2, the Institution will refund 100% of the session 2 charges.

**Financial Aid Refund Calculation**

Before the Title IV refund calculation is performed, the Financial Aid office will have to adjust some of this student’s aid due to the reduction in attempted hours. Since the student dropped his session 2 courses, he is now eligible for a reduced Pell Grant award for half-time attendance. The Return to Title IV calculation will only include $1,412 of the Pell Grant awarded.

\[
\text{Total Title IV aid Earned} = 7,599 \times 51.7\% = 3,928.68
\]

\[
\text{Total Title IV aid Unearned} = 7,599 - 3,928.68 = 3,670.32
\]

Total Title IV aid to be returned by the Institution = Lesser of Unearned Title IV aid vs. Unearned Charges returned by the Institution

\[
\text{Total Unearned charges} = 5,120 \times 48.3\% = 2,472.96
\]

Mercer to return $2,473 in Title IV aid.
<table>
<thead>
<tr>
<th>Title IV Aid</th>
<th>Disbursed</th>
<th>Amount Retained</th>
<th>Amount Refunded</th>
<th>Refund was not part of the Return to Title IV.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Pell Grant</td>
<td>$2,823.00</td>
<td>$1,412.00</td>
<td>$1,411.00</td>
<td></td>
</tr>
<tr>
<td>Direct Unsubsidized Loan</td>
<td>$3,465.00</td>
<td>$992.00</td>
<td>$2,473.00</td>
<td></td>
</tr>
<tr>
<td>Direct Subsidized Loan</td>
<td>$2,722.00</td>
<td>$2,722.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Total Title IV aid</td>
<td>$9,010.00</td>
<td>$5,126.00</td>
<td>$3,884.00</td>
<td></td>
</tr>
</tbody>
</table>

The amount of Title IV aid required to be returned by the student = Total Unearned Title IV aid - Amount of Title IV aid returned by the Institution

Title IV aid to be returned by the student $3,670.32-2,473 = $1,197.32

A look at the student’s statement:

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 6</td>
<td>Tuition – Session 1</td>
<td>$2,460.00</td>
</tr>
<tr>
<td></td>
<td>Fees – Session 1</td>
<td>$75.00</td>
</tr>
<tr>
<td></td>
<td>Tuition – Session 2</td>
<td>$2,460.00</td>
</tr>
<tr>
<td></td>
<td>Fees – Session 2</td>
<td>$75.00</td>
</tr>
<tr>
<td></td>
<td>Lab Fee – Session 2</td>
<td>$50.00</td>
</tr>
<tr>
<td>January 16th</td>
<td>Federal Pell Grant</td>
<td>($2,823.00)</td>
</tr>
<tr>
<td></td>
<td>Direct Unsubsidized Loan</td>
<td>($3,465.00)</td>
</tr>
<tr>
<td></td>
<td>Direct Subsidized Loan</td>
<td>($2,722.00)</td>
</tr>
<tr>
<td>January 18th</td>
<td>Refund to student</td>
<td>$3,890.00</td>
</tr>
<tr>
<td></td>
<td><strong>BALANCE DUE</strong></td>
<td><strong>$0.00</strong></td>
</tr>
<tr>
<td>March 7th</td>
<td>Refund – Tuition Session 2</td>
<td>($2,460.00)</td>
</tr>
<tr>
<td></td>
<td>Refund – Fees Session 2</td>
<td>($75.00)</td>
</tr>
<tr>
<td></td>
<td>Refund – Lab Fee Session 2</td>
<td>($50.00)</td>
</tr>
</tbody>
</table>
Refunds and Stipends

The Bursar’s Office encourages students to enroll in Direct Deposit to ensure the fastest and most efficient handling of their refunds. All payments made by or on behalf of a student shall be receipted to his/her account. Refundable credit balances are processed on a regular basis by the Office of the Bursar. Credit balances resulting from overpayment by credit card payment will be refunded to the credit card. Credit balances resulting from financial aid will be refunded to the student through their Student Choice Refund option. A student may select their method of refund/stipend through their MyMercer student portal. Students may choose to have their refund sent by Direct Deposit, Reloadable Prepaid Debit Card, or paper check. Paper checks are the default refund choice and are mailed to the address listed on the Student’s Master file. Each student is responsible for ensuring his/her address is accurate to avoid delays in receiving their check.

If a school attempts to disburse the credit balance from federal funds by check and the check is not cashed, the Bursar’s Office will return the funds to the U.S. Department of Education no later than 240 days after the date the check was issued. If a Direct Deposit of federal funds is rejected or a check returned to the school, the Bursar’s Office may make another attempt to disburse the funds or the funds must be returned to the U.S. Department of Education no later than 45 days after the rejection date. The Bursar’s Office will reattempt contact for five (5) years for any refunds that are rejected or returned and are generated by non-federal funds. After this timeframe, per Georgia state regulation, refunds will be escheated to the State. If a credit balance is created by a Parent PLUS Loan, the refund will be mailed via a paper check to the borrower of the loan.

BearCard Transfers

Students may transfer excess financial aid funds, or out-of-pocket payments, to their Mercer University BearCard, for use in the bookstore, vending machines, as well as other on- and off-campus locations.* In order to have excess financial aid transferred to your BearCard, a completed BearCard transfer request form must be submitted to the Bursar’s Office prior to the disbursement of your financial aid. These forms can be submitted online through your MyMercer portal or obtained at the Bursar’s Office. Approved BearCard request forms will be processed no earlier than one week prior to the first day of class each semester. When excess financial aid credits are used, the amount of the BearCard transfer cannot exceed the amount of the credit on a student’s account, or $600 per term, without supporting documentation to show why additional funds are necessary. There is no dollar limit on BearCard transfers for out-of-pocket payments.

All funds transferred to the BearCard are non-refundable except upon graduation or withdrawal from Mercer University. BearCard funds cannot be withdrawn through a bank ATM. In the event a student loses financial aid eligibility, the student will be liable for all balances due to the University and excess BearCard funds may be rescinded and reapplied to your student account.

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 8th</td>
<td>Reduce Pell Award due to reduction in attempted hours</td>
<td>$1,411.00</td>
</tr>
<tr>
<td>March 10th</td>
<td>Return Unsubsidized Loan due to Title IV refund Calculation</td>
<td>$2,473.00</td>
</tr>
<tr>
<td></td>
<td>BALANCE DUE</td>
<td>$1,299.00</td>
</tr>
</tbody>
</table>
*For a complete list of locations that accept the BearCard as payment, please visit auxiliary.mercer.edu/bear-card/locations.

**Book Vouchers**

Title IV regulations require that Mercer University provide our students with the ability to purchase books no later than the seventh day of the semester. As a result, Mercer offers our students the option to receive a book advance up to a maximum of $600 per semester. Title IV book advances can be processed in the form of a BearCard transfer or the student’s refund method chosen in Nelnet. In order to qualify for a book advance, those students receiving Title IV aid must meet the following criteria:

- Title IV aid (only) must create a credit over and above the cost of tuition and fees, housing and meals
- All financial aid documentation must be completed, and aid must be eligible to be disbursed, no later than ten (10) days before the start of the term
- Students must be enrolled at least half-time in a credit program
- The amount of the advance cannot exceed the amount of the student’s credit, or $600 per term, without supporting documentation to show why additional funds are necessary

Deadlines for requests vary each semester and can be found on the Book Advance page on the Bursar’s website. Students who do not meet the above eligibility requirements may still request a BearCard transfer to use at the University bookstore.

**General Information**

Books: Books and other supplies are available at the Mercer Bookstore. The cost of books varies with the courses of study and course load. Based on historical costs, we estimate $1,200 for books per year.

Parking Fee: No fees are charged for University parking. However, parking decals are required and may be obtained from Mercer Police. Unauthorized or illegal parking violations are subject to fines set by Mercer Police, and vehicle impoundment. Failure to pay parking fines and penalties will result in the student being denied transcripts and clearance to register for further classes. Students disputing parking fines should contact Mercer Police.

Miscellaneous Fees: Fees or fines may be imposed for dorm or property damage, library fines, honor code violations, and campus safety violations.

Fire, theft, and damage to personal property: The University assumes no responsibility for damages or loss of personal property due to fire, theft, or other causes.

Student Identification: All Mercer students are required to have a valid student identification card. A validated I.D. is required for check cashing, dining hall, and library privileges.

**Financial Assistance**

Mercer University’s financial aid programs are administered in conjunction with a federally-established policy and philosophy of financial aid for education. The basis of this philosophy is the belief that the student and, for dependent students, his or her parents have the primary responsibility for paying the costs of education and financial assistance is available to help students meet the difference between the cost of education and the
student’s Expected Family Contribution (EFC), as determined by the Free Application for Federal Student Aid (FAFSA).

Students and parents of dependent students should carefully review the “Financial Information” section of this catalog in order to be familiar with the actual costs of the University. In addition, other personal expenses such as transportation, books, and supplies should be anticipated. Undergraduate students and their parents are also strongly encouraged to complete Mercer’s “Net Price” Calculator in order to get an estimate of the assistance they may receive as an enrolled student at Mercer. All students are strongly encouraged to review the University’s website for up-to-date policies and procedures.

The purpose of Mercer’s financial assistance program is to provide assistance to students who would be unable to attend college without such aid. Financial assistance may include scholarships, grants, loans, and part-time employment. These types of assistance are extended either singly or in combination. The financial assistance award or “package” offered depends upon the student’s academic record and need for assistance. It is understandable that most students would prefer assistance through a full scholarship or gift program, rather than a “package” of financial assistance, but the package method enables the University to assist more students, thereby increasing the possibility of each applicant receiving funds. Each aid applicant will automatically be considered for all aid programs administered by the Student Financial Planning Office.

How to Apply for Financial Assistance

In order for a student to be considered for every type of assistance available, a Free Application for Federal Student Aid (FAFSA) must be completed each year. Students may complete the FAFSA at https://studentaid.ed.gov/sa/fafsa.

Mercer’s priority dates for RECEIPT of all required forms are outlined below:

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

Forms received after the priority dates will be given consideration; however, to ensure financial aid eligibility, all required forms must be received in the Financial Planning 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 may require several weeks processing time, we recommend that it be submitted to the Federal Processor at least three weeks prior to the priority date. The FAFSA Application must be completed each year.

Full-time undergraduate students who are legal residents of Georgia will be considered for the Georgia Tuition Equalization Grant, HOPE and Zell Scholarships (if eligible) upon completion of the FAFSA application. If a student does not wish to complete the FAFSA, a Georgia Scholarship Grant Application (GSFAPPS) must be completed by going to GAFutures.org.

Summer Term-Mercer- A Mercer Financial Aid Application is not required for the summer term. Summer is normally considered the end of the academic year and awards are made based on remaining eligibility. Students are awarded as the register.

Student Financial Aid Policies

Students are encouraged to visit the Financial Planning Office website at financialaid.mercer.edu to learn more about financial aid policies and to email their financial planning counselor with any questions related to financial aid. Please review the policies listed below:

1. An applicant for financial assistance must be a U.S. citizen or eligible non-citizen.
2. An applicant for financial assistance must be fully admitted as an eligible degree-seeking student to the University before financial assistance can be awarded. Provisionally accepted students are not eligible for financial aid.

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

4. Ordinarily, unless summer term is required, financial assistance is awarded for the two semesters (i.e., Fall and Spring) of the regular academic year. One-half of the annual financial assistance award will be paid each semester after the drop/add period, provided that all necessary paperwork is completed, with the exception of work-study awards and the Pell Grant. Based on year-round Pell, eligible students who attend at least half-time during the summer may be able to receive an additional Pell award for the summer semester. Work-study funds are paid directly to the student after the funds have been earned. If a student chooses to use work-study funds to pay their balance, they must sign up for a payment plan through the Bursar’s Office. If summer is not a required term, full eligibility will be awarded for the fall and spring terms. Students should work with their Financial Planning Counselor to appropriate funds for summer enrollment plans.

5. If a student has met their annual subsidized and unsubsidized Direct Loan Limit prior to the start of the summer term, ordinarily, no additional loan funds are available for summer. Summer semester is normally considered the end of the academic year and students must proactively plan the financing of their summer enrollment with their Financial Planning Counselor.

6. Students receiving financial assistance from sources other than Mercer University are required to advise the Office of Student Financial Planning of this fact. A written statement that identifies the sponsor(s) and the amount of the award(s) is required. Some adjustment of the original financial aid award may be necessary.

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 the information reported by the students on the FAFSA. Some students will be selected by the federal processor for verification, while other students FAFSA’s will be selected through specific FAFSA edits or by the Mercer Financial Planning Office. If a FAFSA has been selected for verification, students will be notified by the Financial Planning Office of all documentation required to be submitted in order to complete verification. In most cases, students are originally awarded based on information submitted on their original FAFSA. IMPORTANT: Should any information change based on verification data, the student’s original financial aid package may be reduced.

8. Students must be officially enrolled and attending class at the end of the term’s drop-add period in order to receive financial aid for a class. Since financial aid is based on enrollment, enrollment changes during the term may affect student financial aid award(s). Please contact your Financial Planning Counselor before making any enrollment changes.

9. Students who fail to earn a passing grade in all of their classes for a semester may be considered, for financial aid purposes, to have unofficially withdrawn from the University. If the institution cannot document that the student earned
at least one grade during the semester, a portion or all of the students’ federal and possibly state financial aid funds will be returned to the original source of funds in accordance with the Federal Return Policy.

10. Students must make progress towards the completion of their courses study, according to the Satisfactory Academic Progress (SAP) standards listed in the following section. SAP will be checked at the end of each term.

11. The fact that a student receives an award one year, in no way automatically renews the application for subsequent years. Applicants are reminded to re-apply for financial aid annually by completing the FAFSA.

12. To be considered for financial aid, students must not be in default or owe a refund on a federal or state funds.

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

14. This institution is in compliance with Title VI of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972 and does not discriminate against the handicapped or on the basis of race, creed, color, sex, age or national origin.

15. Certain Veterans’ Benefits must be considered part of the student's financial aid package. It is the student's responsibility to advise the OSFP if any VA benefits are being (or will be) received.

**SAP (Satisfactory Academic Progress)**

Mercer’s Satisfactory Academic Progress standard is used to determine if an enrolled student is making satisfactory academic progress in his or her educational program, regardless of whether or not he or she is receiving Title IV aid. The SAP policy provides a consistent application of standards to all students, ensuring both the quality of academic work and the completion of a student’s program within the maximum time frame.

Mercer’s SAP Policy provides that a student’s academic performance will be evaluated at the end of each semester. The SAP policy will measure both:

- **Qualitative** – Cumulative GPA a student must achieve at each evaluation (see chart below)
- **Quantitative** – Pace of progression to ensure graduation within the maximum time frame

**Qualitative Standard Undergraduate**

The Qualitative standard is a graduated standard based on cumulative GPA. A student must meet the following grade point average (GPA) at each evaluation:

<table>
<thead>
<tr>
<th>Total Hours Earned</th>
<th>Minimum Cumulative Grade Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 16</td>
<td>1.4</td>
</tr>
<tr>
<td>17 – 32</td>
<td>1.7</td>
</tr>
<tr>
<td>33 – 48</td>
<td>1.8</td>
</tr>
<tr>
<td>49 – 63</td>
<td>1.9</td>
</tr>
<tr>
<td>64 – 120</td>
<td>2.0</td>
</tr>
</tbody>
</table>
A student with a cumulative GPA below those listed in the above table will be put on Financial Aid WARNING for the next term and must meet the cumulative GPA standard at the end of the Financial Aid Warning payment period. Remedial course work is not included in GPA, but reviewed for progress. Students may receive multiple warning periods throughout their academic career.

**Qualitative Graduate Standard**

Graduate students qualitative measure is set by each graduate academic program. Each graduate program has the qualitative measure required in the program requirements listed in the catalog.

*Eligibility to Appeal - If you have mitigating circumstances (e.g. death of a relative, injury or Illness of student, or other special circumstance) that prevented you from meeting the 2.0 GPA requirement at the end of your second academic year, you may appeal to the Office of Student Financial Planning for a review of your circumstances as they relate to your academic standing. Students are provided the opportunity to appeal each semester. All appeals must be submitted, in writing, to the Office of Student Financial Planning before completing 60% of the enrollment period.*

**Quantitative Standard**

There are two components to the Quantitative Standard: 1. Maximum Time Frame allowed for program. 2. Cumulative Completion Percentage. Both standards will be checked at the end of each payment period.

**Maximum Time Frame –** Student may receive aid for a maximum of 150% of the published length of the educational program. The measurement is cumulative, including all periods with or without Title IV assistance and all accepted transfer hours.

Maximum Time Frame at Mercer is defined in semester credit hours. For example, a degree program requiring 120 credit hours to complete will have the following Maximum Time Frame:

\[120 \times 150\% = 180 \text{ hours (Maximum Time Frame)}\]

A student is ineligible at the evaluation point where it is determined he or she will exceed the 150% timeframe, not at the point they actually reach the 150% timeframe. A student may NOT receive Title IV aid after attempting 150% of the Program Length. However, if a student feels there are mitigating circumstances, such as illness, injury, family death etc. that prevented him or her from completing the program within the 150% time frame, that student may review the appeal process included in this SAP policy and appeal in writing to the Financial Planning Office. The appeal must document the student’s plan to progress to graduation and detail what will change to allow them to succeed. A student has the opportunity to appeal each semester.

Only those hours included in the student’s program will be included in the 150% program length. The student can change programs up to three times, without appeal; however, after three program changes appeal is required.

**Completion Percentage for payment period:** Students must earn at least 67% of all hours attempted (cumulatively for program) at the end of each semester. The Completion Percentage will be checked at the end of each payment period. The completion percentage will be rounded up to the nearest whole percentage (e.g. 66.5% would be rounded up to 67%)

- **Transfer hours** – Accepted into a student’s program will count as both hours attempted and hours earned. Transfer hours received in the middle of the semester, will be included in the next review point at the end of the semester.
• **Remedial Coursework** – is not included in quantitative measures.

• **Withdrawals** – Will count as hours attempted ONLY.

• **Incompletes** – Will count as hours attempted, only until the course is completed. A passing grade will count as hours earned; a failing grade will remain as hours attempted only.

• **Repeat Courses:**
  - Repeat courses are counted for previously failed classes.
  - Repeat of previously passed courses are counted ONE TIME only.
  - Cannot count repeat of previously passed courses at all IF the repeat of the course is due to the failing of another course in a prior period.

### Quantitative Graduate Standard

The Financial Planning Office defines max program length based on 150% of the program length defined in the catalog, unless otherwise defined by the program of study, whichever is shorter.

### Quantitative Evaluation Points

If a student does NOT meet SAP standards at their first Quantitative evaluation point:

- Student will be automatically placed on Financial Aid Warning for ONE payment period
- No appeal is necessary by the student at this point in order to receive one Financial Aid Warning period
- Student must make SAP once Financial Aid Warning semester is completed
- If a student does NOT meet the SAP quantitative standard at the end of the Financial Aid Warning Period, the student is no longer eligible for Title IV aid. The student may submit an appeal in writing to be considered for Financial Aid probation.

### Appeal Process to be Placed on Probation

If a student loses Title IV eligibility and they feel they have mitigating circumstances (i.e. death of a relative, injury or illness to student, or other special circumstance) that prevented them from meeting SAP standards, they may provide a written appeal to the Office of Student Financial Planning. This appeal must be a complete summary of the student's circumstances and must include all supporting documentation such as death certificate, referrals from Doctor, medical bills etc. The appeal must detail what will change to allow them to succeed. A student has the opportunity to appeal each semester. The Financial Planning Appeals Committee will review the appeal and determine if the circumstances warrant a waiver of the loss of Title IV aid and an additional probationary period. Before a probation can be approved an academic plan must be submitted by the student and approved by a their advisor, Financial Planning Counselor, and a member of the Student Success Office. When put on probation, the student's academic plan is expected to meet SAP standards by the end of the probationary term, or have a plan that includes multiple terms to meet SAP standards. Multiple term academic plans will be evaluated for success at the end of each semester to ensure student will meet SAP standards by a specific point in time as stated in the plan.
If the appeal is not approved, the student will no longer be eligible for federal or state aid until the student meets SAP standards.

**Financial Aid Probation**

- Under Financial Aid Probation, a student may receive Title IV funds for ONE semester only.
- A student may not receive Title IV funds for any subsequent payment period unless:
  - Student is making SAP; or
  - Financial Planning Committee determines student met the SAP requirement specified by the Committee. A student reinstated to eligibility under an academic plan and making progress under the plan is considered to be eligible.

**Federal and State Grants**

**Federal Pell Grant:** Undergraduate students seeking their first bachelor’s degrees may qualify for this need-based federal grant. Eligibility for and dollar value of the Pell Grant is determined by the student’s "Expected Family Contribution" (EFC), as determined on the FAFSA, along with the cost of education at the institution and the student’s enrollment status. Completion of the FAFSA serves as an application for the Pell Grant. The maximum Pell Grant for the 2019-2020 academic year is expected to be $6,195.

To maximize Pell eligibility based on enrollment status, Mercer is instituting a Pell Recalculation Date (PDR). Enrollment status is based on the number of credit hours a student is enrolled each semester:

- Less than 6 credit hours – less-than-half-time
- 6 to 8 credit hours – half-time
- 9 to 11 credit hours – three-quarter-time
- 12 or more hours – full-time

Mercer’s PRD is the census date at the beginning of each semester which is the 15th class day. The student’s enrollment status on the 15th class day will determine their Pell eligibility for the semester and be considered the Pell Recalculation Date (PRD). Except for mandatory recalculations, the students Pell award will not be adjusted based on enrollment status changes after the PRD date. Important to note, if you are enrolled in sessions. You must be enrolled full-time between both sessions by the 15th class day of the term to receive your full-time Pell Award. Credit hours added after the PRD date will not change your Pell award. Students who begin attendance in all classes will be paid Pell based on their enrollment status at the census date, even if her enrollment status changes before the disbursement is made.

Based on current federal policy, a student can receive the Federal Pell Grant for no more than 12 semesters or the equivalent (roughly six years). A scheduled award is the maximum amount a student can receive for the award year if the student were enrolled full-time for the full year.

In certain situations, an eligible student can receive up to 150 percent of his or her scheduled Pell Grant award for an award year. For example, if you are eligible for a $2,000 Pell Grant for the award year, and are enrolled full-time for both the fall and spring semesters, you will likely receive $1,000 in the fall and $1,000 in the spring. However, under certain circumstances, you may be eligible to receive an additional $1,000 in the summer semester (resulting in you receiving 150% of your original award). You might hear this situation being referred to as “year-round Pell.” Please contact the Financial Planning Office for additional information if you plan to attend summer semester.
To determine how much of the maximum six years (600%) of Pell Grant a student has used each year, the U.S. Department of Education (ED) compares the actual amount the student received for the award year with the student’s scheduled award. If the student received the full scheduled award for the award year, the student would have used 100%. It is possible that a student will not have received their full scheduled award for an award year due to not being enrolled the full year, not being enrolled full-time or both.

If a student did not receive the full scheduled award, ED calculates the percentage of the scheduled award the student did receive. For example, if a student scheduled award is $5000, but the student was only enrolled one semester and received only $2500, the student would be calculated as using 50% of his scheduled award for that year. Or, if a student received $3,750 for the award year due to three-quarter time enrollment and not full-time, the student usage would be calculated at 75% for the year.

Lifetime Eligibility Used (LEU) is calculated by adding together the percentages of Pell Grant a student uses each year.

<table>
<thead>
<tr>
<th>Examples of Pell Grant Lifetime Eligibility Used</th>
<th>Student A</th>
<th>Student B</th>
<th>Student C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Year 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pell Grant Scheduled Award</td>
<td>$5,920</td>
<td>$5,070</td>
<td>$4,070</td>
</tr>
<tr>
<td>Pell Grant Amount Received</td>
<td>$2,960</td>
<td>$3,803</td>
<td>$4,070</td>
</tr>
<tr>
<td>Percent Used</td>
<td>50%</td>
<td>75%</td>
<td>100%</td>
</tr>
<tr>
<td>Award Year 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pell Grant Scheduled Award</td>
<td>$5,920</td>
<td>$5,070</td>
<td>$5,550</td>
</tr>
<tr>
<td>Pell Grant Amount Received</td>
<td>$5,920</td>
<td>$5,070</td>
<td>$5,550</td>
</tr>
<tr>
<td>Percent Used</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Award Year 3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pell Grant Scheduled Award</td>
<td>$4,700</td>
<td>$5,000</td>
<td>$5,550</td>
</tr>
<tr>
<td>Pell Grant Amount Received</td>
<td>$4,700</td>
<td>$1,250</td>
<td>$5,550</td>
</tr>
<tr>
<td>Percent Used</td>
<td>100%</td>
<td>25%</td>
<td>100%</td>
</tr>
<tr>
<td>Award Year 4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pell Grant Scheduled Award</td>
<td>$4,700</td>
<td>$5,000</td>
<td>$5,550</td>
</tr>
<tr>
<td>Pell Grant Amount Received</td>
<td>$4,700</td>
<td>$5,000</td>
<td>$5,550</td>
</tr>
<tr>
<td>Percent Used</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Total Lifetime Eligibility Used — LEU</td>
<td>350%</td>
<td>300%</td>
<td>400%</td>
</tr>
</tbody>
</table>

Note: From 2009–10 through
2010–11, it was possible for a student to receive up to two scheduled awards in a year. So some students will have a “percent used” of up to 200% for one or more of those years.

If a student’s LEU equals or exceeds 600%, the student is no longer eligible to receive the Pell Grant. Similarly, if a student’s LEU is greater than 500% but Less than 600%, the student is Pell eligible; however, the student is not eligible for a full scheduled award. If the student’s LEU is less than 500%, the student is eligible for a full scheduled award. The LEU percentage is reported on a student’s Student Aid Report sent to the student after the Free Application for Financial Aid has been processed.

**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, a student (and parents of dependent students) must be a United States citizen or an eligible non-citizen as of the first class day for any particular semester for which GTEG payment is being sought. Students who do not meet Georgia Residency requirements at the time of high school graduation, Home Study Program completion or successful GED test must meet Georgia Residency requirements for 24 consecutive months prior to the first class day. The student must be degree-seeking, enrolled and attending at least 12 credit-hours of undergraduate coursework through the end of the drop-add period of Session II.

To be considered for the grant, a student must complete a Free Application for Federal Student Aid (FAFSA) Application prior to beginning his/her first term of enrollment as a full-time student and meet all the eligibility requirements. If a student does not wish to complete a FAFSA, a Georgia Scholarship Grant Application (GSFAPPS) must be completed by going to GAFutures.org. Students can only receive this grant for 127 paid semester hours. The dollar value of the grant varies depending on the funds appropriated by the state legislature. The grant is expected to be up to $450 per semester for the 2019-20 academic year.

**HOPE and Zell Scholarship:** For undergraduate Georgia residents only, designated HOPE Scholars currently receive $4,304 and designated Zell Miller Scholars receive $5,616 per academic year. All amounts are contingent upon GA Legislation and subject to change. Georgia high school graduates who are name HOPE Scholars by the Georgia Student Finance Authority may receive only one of these scholarships. A cumulative 3.0 GPA is required for renewal of the HOPE scholarship and a 3.3 GPA is required for the renewal of the Zell Miller Scholarship. The cumulative GPA requirement also applies to all students who wish to enter the program after 30, 60 or 90 cumulative attempted hours. Please note that all degree courses attempted at Mercer and all other postsecondary institutions are included in the GPA and hours attempted calculations. Certificate/diploma courses are only included in the GPA and hours attempted calculation if the courses have ever been accepted toward a degree by Mercer or any other post-secondary institution. Also, only whole letter grades are used in the GPA calculation (e.g. a B+ is counted as a B). Beginning Fall term 2017, specific degree-level science, technology, engineering and mathematics (STEM) courses identified as leading to high demand career fields in Georgia, and taken at an eligible postsecondary institution will have an additional weight of 0.5 added to grades of B, C and D. To receive the additional weight, the course must be taken at a HOPE and Zell Miller Scholarship eligible postsecondary institution during the period the course is approved on the directory.
Each December, the STEM Weighted Course Council will approve the directory, effective for the upcoming academic year beginning with the fall term. The council consists of representatives from the University System of Georgia, Technical College System of Georgia, Georgia Independent College Association, Georgia Student Finance Commission, Georgia Department of Economic Development, Governor’s Office of Planning and Budget, and a member of the Georgia General Assembly.

You may access the Directory by going to GAfutures.org or by clicking on the following link. https://apps.gsfc.org/securenextgen/dsp_stem_course_listings.cfm. The FAFSA application serves as the student’s application for HOPE and Zell Miller Scholarships. If a student does not wish to complete a FAFSA, a Georgia Scholarship Grant Application (GSFAPPS) must be completed by going to GAfutures.org.

Hope and Zell Scholarship recipients at private colleges and universities can attend half-time (at least 6 to 11 semester hours) and receive a HOPE Scholarship of $2,154 per academic year ($1,077 per semester). Zell Miller recipients attending half-time can receive a Zell Miller award of $2,808 per academic year ($1,404 per semester). Student must be enrolled half-time 15 calendar days after the end of the drop-add period to receive the half-time HOPE and Zell Miller Scholarships.

Students’ HOPE and Zell Miller GPA will be evaluated at the end of every spring semester, regardless of the student’s attempted hours. Students earning less than a 3.0 cumulative HOPE GPA after spring semester lose eligibility for HOPE and Zell until the next entry point (30, 60, or 90 hours) in which their HOPE GPA is at least a 3.0 and Zell Miller G.P.A. is at least a 3.3 GPA. Zell Miller recipients who do not meet the 3.3 renewal requirement but do meet the 3.0 HOPE renewal requirement, may receive HOPE in place of the Zell Miller Scholarship; however, a designated HOPE recipient can never receive Zell Miller based on cumulative G.P.A. at time of renewal. A student who does not have sophomore/junior status because of withdrawing from classes will still be evaluated based on the total number of hours attempted (e.g. student may receive a “W” o “F” in a course, not earn credit for the course, but the course will still be counted as attempted hours for HOPE/Zell purposes).

Students who have not received HOPE or Zell prior to summer 2011, and who meet all other eligibility criteria, may receive HOPE or Zell until seven years after their high school graduation, GED test, or Home Study program completion date. Students who served in active duty in the military following high school graduation, or equivalent, may request that such active duty service time be added back to their seven-year eligibility.

A student may receive HOPE or Zell for a maximum of 127 semester hours. To be eligible, full-time student must be enrolled and attending at least 12 credit hours of undergraduate course work through the end of the drop/add period of Session II. Part-time students must be enrolled and attending at least 6 credit hours of undergraduate coursework through the end of the drop/add period of Session II. The Registrar’s Office will perform a HOPE Scholarship eligibility review for all students who are fully admitted to the University.

TEACH Grant: The federal TEACH Grant Program provides up to $3,736 per year (amount subject to change based on sequestration) to students who are seeking their first undergraduate or graduate degree and are enrolled in a TEACH eligible program, as defined by the College of Education. Students must be fully accepted into their academic program by the College of Education and either maintain a 3.25 G.P.A. or score in the 75th percentile in at least one section of a nationally-normed admission test. In exchange for receiving a TEACH Grant, students must agree to serve as a full-time teacher in a high-need field in a school that serves low income students for at least four academic years. IMPORTANT: For students who fail to meet this service obligation in its entirety, the TEACH Grant will be converted to a federal Direct Unsubsidized Loan, with interest assessed from the original disbursement date. See the Regional Academic Center...
Financial Planning Office website (http://financialaid.mercer.edu/regional-academic-centers/) for application information.

**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 Regional Academic Centers. Scholarship recipients are selected based on the following criteria: (1) the student must be female and at least twenty-five years of age; (2) the student must be in good academic standing or be accepted without provision into Mercer University; (3) the student must enroll for a minimum of 6 semester credit hours per term; (4) the student must not be eligible to receive the Pell Grant for the term covered by the scholarship; and (5) the 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 on the Forms page of the Regional Academic Center Financial Planning Office website, financialaid.mercer.edu. In order to be considered for the scholarship, a complete application should be returned to the Financial Planning 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 Loans:** William D. Ford Federal Direct Loans are low-interest (variable rate) loans awarded by the school and provided by the federal government. The interest rate is adjusted each July 1 but will not exceed 8.25%. These loans may be either subsidized or unsubsidized.

Interest rates for July 1, 2019 through June 30, 2020:
- Direct Subsidized Loans - Undergraduate Students – 4.53%
- Direct Unsubsidized Loans - Undergraduate Students – 4.53%
- Direct Unsubsidized Loans - Graduate Students – 6.08%
- Direct Parent or Graduate Plus Loan – 7.08%

Federal Direct Loan amounts are based on the cost of attendance at a particular school and the student's grade level. Dependent students may borrow the following amounts:

- $3,500/year for 1st-year undergraduates subsidized and $2,000/year unsubsidized.
- $4,500/year for 2nd-year undergraduates subsidized and $2,000/year unsubsidized.
- $5,500/year for 3rd or 4th-year undergraduates subsidized and $2,000/year unsubsidized.

The aggregate limit that an undergraduate dependent student can borrow is $31,000.

**Independent students may borrow the following amounts:**
- $9,500/year for 1st-year undergraduates (at least $6,000 must be unsubsidized).
- $10,500/year for 2nd-year undergraduates (at least $6,000 must be unsubsidized).
- $12,500/year for 3rd or 4th-year undergraduates (at least $7,000 must be unsubsidized).
- $20,500/year for graduate students (unsubsidized only).

The aggregate limit that an undergraduate independent student can borrow is $57,500.
The amounts listed above are maximums. Remember, a student may not borrow more than Mercer’s Cost of Education minus other financial aid and/or scholarships.

All first time borrowers at Mercer are required to complete entrance counseling before funds can be disbursed. In addition, if they have not done so already, a student is required to complete a Master Promissory note for their Federal Direct Loans. Students are encouraged to complete this required processes electronically at www.studentloans.gov to expedite the loan process.

Graduate Students
Effective for periods of enrollment beginning on or after July 1, 2012, graduate and professional students are no longer eligible to receive Direct Subsidized Loans. The $65,500 subsidized aggregate loan limit for graduate or professional students includes subsidized loans that a graduate or professional student may have received for periods of enrollment that began before July 1, 2012, or for prior undergraduate study. A graduate student’s aggregate limit is $138,500 and includes all federal loans received for undergraduate study.

Subsidized Federal Direct Loan
Subsidized Federal Direct Loans are awarded to undergraduate students only on the basis of financial need as determined by the FAFSA. The interest on this loan is paid by the federal government while the student is enrolled in school at in at least half-time (six hours for undergraduates), and during the “grace period” (the 6 months following withdrawal or graduation from school). After this period, the student is responsible for payment the loan payment. Please note if a student’s first disbursement was made between July 1, 2012 and July 1, 2014, the student will be responsible for paying any interest that accrues during the grace period.

For undergraduate students, all subsidized eligibility must be used before a student can receive an unsubsidized loan.

If a student is a first-time borrower on or after July 1, 2013, there is a limit on the maximum period of time (measured in academic years) that a student can receive Direct Subsidized Loans. This time limit does not apply to Direct Unsubsidized Loans or Direct Plus Loans. The “maximum eligibility period” for a Direct Subsidized Loan is based on the published length of a student’s academic program. A student cannot receive Direct Subsidized Loans for more than 150 percent of the published length of their program.

For example, if a student is enrolled in a four-year bachelor’s degree program, the maximum period for which the student can receive a Direct Subsidized Loan is six years (150 percent of 4 years = 6 years).

Because a student’s maximum eligibility is based on the length of his/her current program of study, the student’s eligibility can change if they change to a program that has a different length. Also, if you receive Direct Subsidized Loans for one program and then change to another program, the Direct Subsidized Loans you received for the earlier program will generally count towards your new maximum eligibility period. The Dept. of Education will be calculating student’s maximum eligibility period for subsidized loans. Graduate students are NOT eligible for subsidized loans.

Unsubsidized Federal Direct Loan
Unsubsidized Federal Direct Loans are not awarded on the basis of financial need. Interest is charged from the time the loan is disbursed until the loan is paid in full. The student can choose to pay the interest or allow it to accumulate. If the interest is allowed to accrue, it will be added to the principal amount of the loan, thereby increasing the amount of money the student is required to repay. Students must be enrolled in at least six credit hours to be eligible to receive this loan. Although unsubsidized loans are not awarded based on need a student is required to complete a FAFSA to receive the loan.
William D. Ford Federal Direct Plus Loans: These loans are available to graduate students and to credit-worthy parents of dependent undergraduate students. To apply, a separate application must be completed every year by the graduate student or by a parent or legal guardian of an undergraduate student. The annual limit a parent or graduate student can borrow is equal to the cost of attendance minus the financial aid which the student receives. 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.

Parent Plus Loan and Graduate Plus Loan Credit Requirements

All Plus loans required credit checks. Once a credit check has been run it is valid for 180 days. Credit check responses are approved or denied based on credit history.

Approved credit checks: Absent any other adverse credit history finding a PLUS loan applicant whose credit check shows that the total of any debts that are 90 or more days delinquent or that have been placed in collection or charged off is $2085 or less will not be considered to have adverse credit and therefore, will be approved and eligible for a PLUS Loan.

Approved credit check status means the borrower has been approved for the PLUS loan and that status will not expire for 180 days. As a result, any additional Plus Loan added within the 180-day approved credit check standing will be approved. COD will not run another credit check before the expiration date.

To complete the PLUS loan process, the borrower must complete a Master Promissory Note for Parent Plus Loan or Graduate Plus Loan on line at StudentLoans.gov

Denied credit check due to adverse credit conditions: A denied credit check means that the student was found to have adverse credit history.

Adverse Credit History as defined by the Department of Education:

Applicant found to have adverse credit condition such as bankruptcy, foreclosure, tax lien, or a default determination etc.

OR

The applicant has one or more debts that are 90 or more days delinquent, in collection or have been charged off during the two years preceding the date of the applicant’s credit report and the total combined outstanding balance of those debts is greater than $2,085.

Options for Adverse Credit Conditions: If you have received an adverse credit decision, you may still be eligible to receive a Direct Plus Loan. To become eligible, you may take one of the following actions:

1. Obtain an endorser and complete Plus Counseling.
   • An endorser is someone who does not have an adverse credit history and agrees to repay the loan if you do not repay it.
   • If you are a parent borrower, the endorser may not be the student on whose behalf you are requesting the Direct Plus Loan.

2. Document to the satisfaction of the U.S. Department of Education that:
   • The information causing the adverse credit decision is incorrect
   OR
   • There are extenuating circumstances relating to the adverse credit history (NOTE: Endorsers are not eligible for this option)
• Complete Plus Counseling (available on StudentLoans.gov) Counseling will match the valid stand of the credit check. If after 180 days, a student applies for another PLUS Loan and is originally denied but then approved based on extenuating circumstances or endorser, another PLUS counseling will need to be completed. If a student completes the Plus Counseling more than 30 days prior to the credit check, Plus Counseling will need to be completed again.

If you feel that the information your credit decision is based on is incorrect or you believe you qualify for a review based on extenuating circumstances, you may begin the process in one of the following ways:

1. Log in to StudentLoans.gov and select "Document Extenuating Circumstances" on the left navigation bar. Follow directions. Applicant Services will contact you with further instructions.

2. Contact Applicant Services between 8:00 AM to 8:00 PM, Eastern Time, Monday through Friday. Applicant Services may be reached toll-free, at 1-800-557-7394.

Contact Applicant Services between 8:00 AM to 8:00 PM, Eastern Time, Monday through Friday via Live Chat on the Contact Us page.

Federal Work-Study Program

The Federal Work-Study Program is a program designed to provide qualified students the opportunity to pay part of their 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; (2) have completed all required forms with OSFP; (3) show evidence of need through the FAFSA; (4) maintain satisfactory academic progress while under this program; and (5) students selected for Federal Student Aid Verification must first complete the process.

All student employment positions are coordinated through the Student Employment Office located in the Office of Student Financial Planning. First-time Federal Work-Study students will be contacted by the Federal Work-Study Coordinator during the summer preceding fall semester regarding their employment options. Employment is not guaranteed and is the responsibility of the student to apply for positions and be hired. Students must complete an Employment Eligibility Verification Form I-9 within three days of starting work. Submit completed form and original documents verifying identity to the OSFP.

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. In addition, the various undergraduate degree programs call for more specialized study that deepens the 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 seek to prepare students to be innovators in the realms of teaching, learning, research, scholarship and service.

**General Education**

Mercer University’s founding vision, articulated by Jesse Mercer in the 1830s, dedicates us to promote free inquiry, religious liberty, and inclusiveness values consonant with Baptist heritage. University President William D. Underwood underscored that vision in 2006, noting that “the extent to which a university transforms the lives of individual students, who in turn transform their communities, represents the ultimate measure of a university’s greatness.” To put this transformative vision into practice within the communities we serve, a Mercer University education emphasizes experiences that infuse intellectual growth, cultural understanding, civic responsibility, and moral discernment with practical competencies.

The distinctiveness of their programs and traditions notwithstanding, Mercer University's undergraduate colleges and schools share learning goals and competencies that reflect Mercer’s mission to educate the whole person. These undergird the General Education Curricula, which provide the necessary foundation for disciplined study and lifelong learning.

General Education is designed to help students cultivate and refine habits of mind that prepare them to contribute constructively and meaningfully to society. Toward this end, General Education strives to instill in persons, broader perspectives while empowering them to find fuller and richer citizenship in a world in which different cultures, social institutions, and technologies intersect in multiple and diverse ways.

**Four Student Goals of General Education**

A Mercer education is designed to foster intellectual growth, cultural understanding, civic responsibility, and moral discernment. Critical thinking is essential to attaining these goals and is demonstrated in and through the exercise and development of the following practical competencies:

- Communicating effectively in writing
- Communicating effectively orally
- Reasoning quantitatively
- Analyzing observed phenomena through the use of scientific reasoning
- Critical thinking from diverse perspectives

In accordance with the university’s accrediting body and in collaboration with the faculty of the colleges and schools, these competencies are built through satisfactory completion of the following requirements.
Requirements of General Education

General Education core requirements must include at least one course (3 credit hours) in each of the six broad categories listed below, and total at least 30 hours. Each school/college may select its own general education requirements from among the list of approved courses in each category and may choose to require more than the minimum number of hours and courses. Individual schools/colleges may also include additional core requirements. Students transferring in with a bachelor’s degree or 30 or more general education credits may be exempt from the undergraduate general education religion requirement by individual schools/colleges. Students should consult the requirements of their respective college to determine which courses are needed for graduation.

Communication (both written and oral communication competencies in English must be addressed):

Written Communication: GBK 101; GBK 202; INT 101; INT 201; LBST 175; LBST 180; TCO 141
Oral Communication: COM 210; COMM 171; GBK 304; INT 301; TCO 141
Other Communication: any foreign language; COMM 370; GLEN 225; INSY 102; LBST 275; LBST 280

Religion
AFR 230; ENG 225; GBK 203; PHI 240; REL 110; REL 130; REL 150; REL 170; RELG 110; RELG 115; RELG 120; RELG 130; RELG 200; RELG 215; RELG 220; RELG 225; RELG/WGST 320; RELG 356

Humanities/Fine Arts
Humanities: AFR 221; AFR 225; CLA 101; CLA 102; COMM 251; ENG 221; ENG 224; ENG 226; ENG 233; ENG 234; ENG 235; ENG 237; ENG 263; ENG 264; ENG 265; GBK 202; GBK 305; GLEN/HUMA 245; FLL 195; HIS 105; HIS 176; HIS 201; HIS 215; HIS 225; HIS 245; HIST 101; HIST 102; HIST 200; HIST 201; HIST 202; HIST 210; HIST 220; HIST 366; HIST 367; HIST 368; HUMA 215; JMS 220; JMS 225; JMS 230; LITR 115; LITR 207; LITR 247; LITR 277; LITR 334; LITR 356; LITR 370; PHI 176; PHI 190; PHI 195; PHIL 215; PHI 230; PHI 260; PHI 265; PHI 269; POL 176; REL 210; REL 230; REL 270; RELG 356; SCLT 201; SOCI 356; SST 180; WLT 101
Fine Arts: ART 106; ART 107; ART 108; ART 114; ART 115; ART 116; ART 117; ARTH 101; COMM 104; COMM 205; HUMA 115; LBST 250; LBST 255; MUS 151; Any 3-hour combination of MUS 182, 183, 191, 192, 196, 197; MUSC 150; THR 115; THR 218

Behavioral/Social Science
AFR 190; AFR 210; ANT 101; COM 230; COM 250; ECN 150; ECN 151; GBK 407; GEO 111; GHS 200; GLEN/SOCI 235; JMS 101; JMS 145; JMS 240; ORGL 210; PHI 237; POL 101; POL/IAF 253; PSY 101; PSYC 111; SOC 101; SOC 210; SOCI 111; SOCI 356; WGS 180; WGS 237; WGST 210

Quantitative Reasoning
CSC 204; MAT 104; MAT 133; MAT 141; MAT 191; MAT 192; MATH 129; MATH 130; MATH 140; MATH 160; MATH 220; PHI 180; STA 126

Scientific Reasoning (including a lab)
BIO 102; BIO 110; BIO 202; BIOL 101; BIOL 105; BIOL 210; CHEM 103 & CHEM 105; CHEM 104 & CHEM 106; CHM 110; CHM 111; CHM 112; ENB 150; ENVS 210;
ENVS 215; PHY 102; PHY 108; PHY 109; PHY 115; PHY 141; PHY 142; PHY 161; PHY 162; PHYS 106; PHYS 220; PHYS 225; SCIE 100; SCIE 200; SCIE 215; SCIE 220; SCIE 230; SCIE 250

Note: No cross-listed course taken to fulfill the requirements of one category may also be used for a second category.

Degree Programs

The following programs are available at the Regional Academic Centers and on the campuses as noted:

School of Business and Economics
Undergraduate Program:
Bachelor of Business Administration (Atlanta, Macon, Henry County, Douglas County, and Online)

Graduate Programs:
Master of Business Administration (Macon and Atlanta)
Master of Accountancy (Atlanta)
Master of Science in Business Analytics (Atlanta)

College of Education
Undergraduate Programs:
Bachelor of Science in Education, Early Learning and Development (Atlanta, Douglas County, and Henry County)
Bachelor of Science in Education, Early Childhood/Special Education General Curriculum (Macon, Henry County, Douglas County, and Atlanta)
Bachelor of Science in Education, Middle Level Education (Macon applications suspended for 2019-2020 academic year, Henry County, and Douglas County)
Bachelor of Science in Education, Secondary Education (Macon Residential Campus only)

Graduate Programs:
Refer to the “Graduate” section of the Macon and Atlanta catalogs or the “Graduate” section of this catalog for information on the following graduate programs:
Master of Arts in Teaching (Atlanta, Henry County, and Macon)
Master of Education in Early Childhood Education (Distance Learning/Online through Centers and on Atlanta Campus)
Master of Education in Middle Grades (Atlanta)
Master of Education in Secondary Education (Atlanta)
Master of Education in Independent and Charter School Leadership (Atlanta and Macon)
Master of Education in Higher Education Leadership (Atlanta and Macon)
Specialist in Education in Educational Leadership (Macon and Atlanta)
Specialist in Education in Early Childhood Education (Distance Learning/Online)
Specialist in Education in Teacher Leadership (Distance Learning/Online)
Doctor of Philosophy in Educational Leadership (Atlanta)
Doctor of Philosophy in Curriculum and Instruction (Atlanta)
College of Professional Advancement

Undergraduate Programs:
Bachelor of Arts, Communication (Atlanta, Douglas County, Henry County, and Online)
Bachelor of Arts, Liberal Studies (Atlanta, Douglas County, Henry County, and Macon)
Bachelor of Arts, Liberal Studies/Master of Divinity (Atlanta)
Bachelor of Science, Criminal Justice Leadership (Atlanta, Douglas County, Henry County, Macon, and Online)
Bachelor of Science, Health Informatics (Atlanta and Online)
Bachelor of Science, Healthcare Leadership (Henry County)
Bachelor of Science, Homeland Security and Emergency Management (Online)
Bachelor of Science, Human Resources Administration and Development (Douglas County and Henry County)
Bachelor of Science, Human Services (Douglas County, Henry County, Macon, and Online)
Bachelor of Science, Information Technology and Informatics (Atlanta and Online)
Bachelor of Science, Organizational Leadership (Atlanta, Douglas County, Henry County, and Macon)
Bachelor of Science, Psychology (Atlanta and Online)
Bachelor of Science, Software Application Development and Human Computer Interaction (Atlanta and Online)

Graduate Programs:
Master of Science, Clinical Mental Health Counseling (Atlanta)
Master of Science, Clinical Mental Health Counseling/Master of Divinity in Pastoral Care and Counseling (Atlanta only-please see Atlanta catalog for information)
Master of Science, Clinical Mental Health/Master of Theological Studies (Atlanta)
Master of Science, Clinical Rehabilitation Counseling (Atlanta)
Master of Science, Criminal Justice and Public Safety Leadership (Online)
Master of Science, Health Informatics (Online)
Master of Science, Health Informatics/Doctor of Pharmacy (Online and Atlanta)
Master of Science, Human Services (Henry County)
Master of Science, Organizational Leadership (Atlanta, Henry County, and Macon)
Master of Science, Organizational Leadership/Master of Divinity, Leadership for the Nonprofit Organization (Atlanta and Henry County)
Master of Science, Organizational Leadership/Master of Arts, Christian Ministry, Leadership in the Nonprofit Organization (Atlanta and Henry County)
Master of Science, School Counseling (Atlanta)
Doctor of Philosophy, Counselor Education and Supervision (Atlanta)

Academic Integrity

Mercer University strives to be a Community of Respect that includes respect for academic integrity. Students operate under an honor system and will exhibit the values of honesty, trustworthiness, and fairness regarding all academic matters. Students, faculty, and staff are expected to report any violations in the forms of, but not limited to, cheating, plagiarism, and academic dishonesty to the honor council appropriate for their campus and program.
Procedures related to Honor Systems and Academic Integrity are outlined in the specific handbooks for each campus and can be found on the Provost website at http://provost.mercer.edu/handbooks.

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 student will report any violations of the Honor Code about which he or she has information. The College of Professional Advancement of Mercer University, the School of Business and Economics, and the College of Education have established committees to investigate, receive testimony, evaluate, and judge cases brought before them 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 use 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 classification is based on the satisfactory completion of academic semester hours of credits, as follows:

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

Units of Credit

Mercer University adheres to the Carnegie unit for contact time: 750 minutes of classroom or direct faculty instruction and a minimum of 1500 minutes of out-of-class student work for each credit awarded. Mercer defines a class hour as 50 minutes. The expectation of contact time inside the classroom and student effort outside the classroom is the same in all formats of a course, whether it is fully online, a hybrid of face-to-face contact with some content delivered by electronic means, or one delivered in lecture or seminar format.
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:

School of Business and Economics

600-699: Graduate level courses designed for graduate students only

College of Education

500-599: Post-baccalaureate initial certification only; credit does not apply toward degree

600-699: Master level classes

700-799: Education Specialist classes

800-899: Doctor of Philosophy classes

College of Professional Advancement

600-999: Graduate courses designed for graduate students only

Grading System and Quality Points

Cumulative grade point averages are computed using 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>FQ</td>
<td>Failure-Quit Attending/Never Attended</td>
<td>0</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrawal 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/ABXSU</td>
<td>Absent from final examination (excused)</td>
<td>*</td>
</tr>
<tr>
<td>IC/ICSU</td>
<td>Incomplete due to some requirement other than the final examination (excused)</td>
<td>*</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress</td>
<td>*</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td>*</td>
</tr>
</tbody>
</table>
Withdrawal/Withdrawal Military
Grade Not Reported

* These grades are not calculated in the G.P.A.
**Grades of D may not be awarded for graduate students.

Satisfactory/Unsatisfactory (S/U) Grade

Some courses are offered only on the basis of satisfactory/unsatisfactory grading; this grading option is stated in course descriptions. Students in the College of Professional Advancement of Mercer University, the College of Education, and the School of Business and Economics may elect the S/U option in certain courses. For policies on this option, see the catalog section about each of these schools/colleges.

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 result in no hours earned and in no penalty to the cumulative grade point average.

The satisfactory grade requires a standard of achievement equivalent to that which is 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 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 this decision after the drop/add period. Courses originally taken on a letter grade basis may not be repeated on an S/U basis.

ABX and Incomplete

The grade of ABX denotes that the student was absent from the scheduled final examination because of sickness or another valid and compelling reason that is 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 that is satisfactory to the instructor. All course work in an undergraduate class must be completed no later than mid-term of the following semester, or the IC grade will be changed to a grade of F.

If a student receives an IC grade in an undergraduate course offered in an eight-week session, the work for the class must be completed by the end of the following eight-week session or the IC will be changed to a grade of F.

If a student receives an IC in a graduate class, the work for the class must be completed within 12 months after the IC was assigned or the IC will be changed to a grade of F.

All ABX and IC grades must be replaced with traditional grades before degrees can be awarded.

In Progress (IP)

The IP (in progress) grade is assigned only in courses that 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.
Repeating Courses

A student may repeat a course in order to earn credit for the course or improve the grade. No course may be taken more than twice in the undergraduate program.

Students who are repeating courses in an attempt to meet minimum graduation requirements for grade point averages in their major, minor, and/or school or college, or who have other extenuating circumstances, must have the appropriate associate dean’s permission to exceed the four course limit. See Graduation with Honors section of this catalog.

Enrollment documents for such courses will carry the notation of “repeat” next to the course, and this notation will appear also on the class roll and the student’s permanent record. Credit hours will be granted only once for any given course. The grade recorded in the final attempt at taking the course will prevail. The final grade will be used in computing the student’s cumulative grade point average whether the grade is higher or lower than any previous grade(s) earned for this course. 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 associate dean.

When a course is repeated, the student is subject to the catalog restriction on the total number of credit hours that may be taken in a single term. With an associate dean’s approval, a student who has a C average or above may, in extraordinary circumstances, be allowed to take the “repeat” course as an overload. A course may be repeated on an audit basis if a student chooses to do so. A withdrawal grade or an audit in the repeat of a course 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 as Mercer “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.

Grade Reports

Mercer University does not automatically mail grade reports to students. Students may check their semester grades on-line through MyMercer as soon as the grades are posted. After ALL grades are posted, official semester grade reports will be mailed only to those students who have requested them. Please note that grade reports will only be mailed at the end of a semester, not at the end of each session. Requests for official copies of grade reports must be made through MyMercer during the last two weeks of a semester; a request must be made every semester that a student wants a report mailed to him/her (i.e., making a request one semester does not mean that you will automatically have a grade report mailed to you each of the following semesters). If a student does not order a grade report during the allotted two weeks at the end of a semester, the student will need to request and pay for a transcript in order to receive an official copy of his/her grades.

Academic Advising

Academic advising is integral to a student’s educational experience at Mercer University. Each student is assigned an academic advisor. Academic advisors can assist
students in various academic areas and acquaint students with a wide array of campus resources. Students 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. Thus, a student is given the opportunity to meet with his or her advisor each semester prior to registration to review the student’s choice of courses. Additionally, a student is encouraged to confer with the advisor when a change to his or her schedule becomes necessary (e.g., during the drop/add period or when withdrawing from a course).

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 to the courses requested and to 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 signature for overloads or the instructor’s signature for independent study, internships, etc. Students should consult the University catalog and the current schedule of classes for any prerequisites and special requirements for specific courses and for instructions for registration procedures.

Students are responsible for their registration, and for the corresponding fees and charges incurred. Students cross-registering for courses outside their college/school of enrollment will continue to pay the tuition rate of their home college/school for those courses. Students must notify the Office of the Registrar in writing, before classes begin, should they be unable to attend any or all classes for which they are registered.

Academic Loads

An academic load of 12 semester hours qualifies an undergraduate student for full-time status. Students who wish 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 necessitate taking classes during the summer.

After their first semesters in residence, students with 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 per semester 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 Professional Advancement students should reference their section of this catalog for course load requirements.

For course load information for graduate students, see the appropriate catalog 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 the 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 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 in extreme personal circumstances and with appropriate documentation. To be officially withdrawn from a course, students must request withdrawal by completing a Course Withdrawal Form and submitting it to the Office of the Registrar.

Students should read the financial information section of the catalog and contact the Financial Planning 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 a student officially withdraws from all courses in which s/he is enrolled at any time after the end of the drop/add deadline for a given session and semester. Please note that a student must withdraw from all sessions of a semester in order to complete a term withdrawal. The effective date of withdrawal is the date the form is received by the Office of the Registrar. Grades of W will be awarded for all of a student's courses when s/he officially withdraws before the published withdrawal deadlines for each session and semester. In order to receive grades of W, a student must complete the Term Withdrawal Form and submit it to the Office of the Registrar by the announced deadline. A student who withdraws after the deadline must complete the form for official withdrawal, but grades of F will be recorded for his/her classes. In extreme personal circumstances and with appropriate documentation, a student may appeal to the associate dean of his/her college to have grades of W awarded when officially withdrawing after the deadline.

Non-attendance or ceasing to attend a course(s) does not constitute an official schedule change, course withdrawal, or term withdrawal. Failure to officially withdraw will result in academic and financial penalties.

A student who withdraws from a course or from the University when a disciplinary action or honor code violation is pending is not necessarily exempt from a sanction and the final outcome may disqualify the student from receiving a refund.

Information on Mercer's refund policies can be found in the "Financial Information" section of this catalog.

Final Examinations

Instructors schedule final examinations during regular class time. 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 another emergency may be permitted at the discretion of the instructor.

Advanced 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 that 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 transcripts or provided by 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 for which credit-by-exam may be given and establishes the criteria for awarding credit. No college, school, or department is obligated to offer an institutionally developed credit-by-exam option. 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.

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 that 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 at Mercer 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 for these exams are available in the Office of the Registrar.

Transfer Credit from Foreign Institutions

If a student wishes to transfer credits earned at a foreign institution to his/her record at Mercer, the student must supply the Registrar’s Office with an official copy (still sealed in the original envelope) of a credit evaluation from a U.S. evaluation service (NACES or AACCRAO); the evaluation should include all of the credits that the student wishes to transfer to Mercer. Once the Registrar’s Office receives an official evaluation, the student's foreign credits will be reviewed to see if they are eligible for transfer to the student's Mercer degree. Please note that the registrar makes the final decision when accepting credits from a foreign institution.

Class Auditing Regulations

Full and part-time students who audit courses are expected to be seriously interested in the courses for which they enroll. An official entry of "audit" on a student’s permanent academic record shall be made only if 75 percent of the classes are attended. Once registered in an audited course, students have the opportunity to change the registration of the course for credit through the end of the designated add/drop period. Courses that a student audits may not later be taken by that student for credit, nor may the student receive credit-by-exam for these courses. 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. No full or part-time student may audit internships, practicums, or experiential learning courses, unless the dean or associate dean of the respective college or school grants special permission.

Full-time students may register to audit a course with the approval of the instructor and the Associate Dean. Audit permission is not an option available to students in the College of Health Professions or College of Pharmacy. Fees assessed for the audit and
conditions for eligibility vary, so students interested in pursuing possible audit opportunities need to refer to the department specific regulations found in their College Handbook.

Class Attendance

The demand for registration in many undergraduate courses exceeds the enrollment capacity, with the result that these classes often "close" during the early and open registration periods. Some courses carry "Wait Lists" for students interested in registering for these courses should space become available. It is mandatory that students attend classes on the first class day of the semester. Students who are absent on the first class day who have not made prior arrangements with the instructor may be disenrolled from the course in order to allow registration of students on wait lists. Instructors monitor class attendance from the class start date through the official University census date, approximately 15 days minimum. This information is used to establish University enrollment counts.

Regular class attendance is expected in most courses. Faculty announce their expectations about attendance in course syllabi and in the handbook policies of the college of study. Special attendance policies pertain to students who observe religious practices; can document illnesses, family emergencies, or military obligations. The disposition of missed assignments will be arranged between instructor and student. If a mutually satisfactory solution is not reached, the right to establish a reasonable alternative is reserved to the instructor. Students who feel that their academic performance will be compromised by the alternative arrangement may ask that the instructor's dean review the instructor's decision.

Mercer University is respectful of the religious practices of members of the student body. Students who will be absent from class for religious observances must confer with their instructor(s) regarding the date of the absence at the beginning of each semester or session, or at least two weeks prior to the dates of the absence.

Student Removal from Classes

Disruptive or dangerous behaviors can result in students being removed from classroom participation. In such cases, the student will be referred to the University Judicial System.

Transient Status for Mercer Undergraduate Students

An undergraduate student who wishes to take academic courses elsewhere as a transient student and apply those credits toward a 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 there for at least one semester. Transient Permission Forms 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 host 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. Notations of warning, probation, and suspension will be added to the transcript.

1. **Warning**
   An academic warning shall be issued to students whose cumulative average is below 2.0. A student with an academic warning may return to academic good standing by achieving a cumulative average of 2.0 or higher.

2. **Probation**
   Students with a cumulative average below those listed in the following table will immediately incur the status of academic probation. Students with probationary status may be subject to specific conditions in order to enroll.

<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>

(Students below 2.0 but at or above the averages listed in the table will continue to be warned.)

3. **Suspension**
   Students academically suspended from the university are neither permitted to enroll in any courses nor to participate in any university related activities. Students who fail to fulfill the conditions of their probationary status may be suspended. Students who fail to meet the required minimum cumulative grade point average on three consecutive occasions (including the summer term) will be subject to suspension for one term. Also, 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. Students may be re-admitted to the university with permission from an academic dean.

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.

**Recognition of Scholarship**

**President’s List and Dean’s List**

Mercer undergraduate students are recognized for superior academic performance by inclusion on the President’s List and Deans’ Lists. Course load, grade point average, and other specific conditions determine inclusion. Criteria for these lists are shown in the following table.

<table>
<thead>
<tr>
<th>Table: Minimum Normal Letter Graded* Hours</th>
<th>Required Semester GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>President’s List 12</td>
<td>4.00</td>
</tr>
<tr>
<td>Dean’s Lists 12</td>
<td>3.55</td>
</tr>
<tr>
<td>Dean’s Lists 8</td>
<td>3.66</td>
</tr>
</tbody>
</table>

*Letter Grades: A, B+, B, C+, C, D, or F

Inclusion is subject to the following additional conditions:

1. No grades below C
2. Grades of Satisfactory on all Satisfactory/Unsatisfactory graded work in excess of the minimum normal letter graded hours
3. Students who have been found responsible for an Honor Code violation are not eligible for either list for the term in which the violation occurred

**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; and 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 GPA’s of students with any transfer credit, the total average and the Mercer average separately will be evaluated, and the student 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 distinctions. They are designed to recognize students who have distinguished themselves in the departments of their majors; they will not be announced at graduation, but a notation of departmental honors will be entered on the students’ permanent records. The specific requirements for each department’s honors are listed in this catalog with the course requirements for the major, and details may be obtained from department chairs.
Undergraduate Degree Requirements

Undergraduate students must complete at least 32 credit hours and not less than one fourth of their minimum degree requirements at Mercer to be awarded a Mercer degree. 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 their particular degrees of choice. Using one course to satisfy two different requirements (general education, major, minor, second major) is often referred to as "double dipping." For Mercer's undergraduate programs, students are allowed to double dip courses at the 100- and 200-level. However, a student may not use any combination of more than two 300- or 400-level courses to satisfy the requirements in different majors and/or minor programs.

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 programs. Students should see the specific requirements of their program of study in this catalog.

A student who wishes to complete a second major in a different school/college from that of his/her first major must fulfill the specific course requirements for the second major plus additional requirements that may be arranged on an individual basis. The student should consult an academic advisor in the second 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.

Minors may also be earned across school or college lines under the same provisions as those stated above for majors. Majors and/or minors that are earned across school or college lines will be noted on permanent records but not on diplomas.

Second Degree

Students who wish to have two different 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 credit hours more than the minimum required to earn one bachelor's degree.

Individuals who seek a second and different 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.

In cases where course work from a previous degree is used to fulfill requirements for any second degree, the grade point averages for the two degrees will be combined.

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
Participation in Commencement Ceremonies

Only those students who are in a position to complete all requirements for graduation by the end of the spring semester may participate in the commencement ceremony for that academic year. Students to whom degrees have already been awarded during the current academic year (i.e., at the end of the previous summer or fall semester) may also participate in that year’s commencement ceremony.

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 immediately following commencement, may petition the Office of the Registrar for special consideration to participate in the commencement ceremony.

Graduate students may participate according to the policies of their individual schools or colleges. (See “Graduate Studies” section.)

Participation in the graduation ceremony does not necessarily represent conferral of the degree. Degrees are awarded at the end of the terms in which all requirements are met. Students may participate in only one ceremony for each degree sought.

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 to the Office of the Registrar, 1501 Mercer University Drive, 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 Walter F. George School of Law and the School of Medicine must be requested separately from the appropriate school.

The University does not provide copies of official transcripts received from other schools or institutions.

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 educational records. These rights include:

1. The right to inspect and review a student’s educational records within 45 days of the day the Office of the Registrar receives a written 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 educational records if the student believes them to be 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 another 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 the student is notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s educational 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, research, or support staff position (including law enforcement personnel and health staff); a person or company with whom the University has contracted (such as an 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 educational record in order to fulfill his or her professional responsibility.

Another exception which permits disclosure without student consent is disclosure to officials of another school, school system, or institution of post-secondary education where a student seeks or intends to enroll. Upon the request of an institution in which a student seeks or intends to enroll, the University will forward the student’s education records to the requesting institution. Upon request, the student may obtain a copy of the record that was disclosed and have an opportunity for a hearing as provided above.

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is “principally engaged in the provision of education,” such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with
Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

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, e-mail address, telephone number, date and place of birth, academic program, dates of attendance, degrees and honors received, most recent previous institution attended, participation in officially recognized activities and sports, and photographs or video images.

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

Julie A. Petherbridge, Interim Dean/Associate Professor
Steven R. McClung, Senior Associate Dean/Professor
James L. Hunt, Associate Dean of Macon Graduate Programs/Professor
Carol Cagle, Elizabeth Chapman, Jeffrey Gilbert, Allen K. Lynch, Andres Marroquin, Nicholas Marudas, Etienne Musonera, Geoffrey Ngene, Myriam Quispe-Agnoli, Antonio Saravia, and Steven J. Simon, Associate Professors
Juanita K. Forrester, Arnab Nayak, Robi Ragan, Ania Rynarzewska, Agnieska Shepard, Briana Stenard, Kenneth Tah, Nikanor Volkov, Lane Wakefield, and William V. Luckie, Jr. (Emeritus), Assistant Professors
Sean S. Chen, Stephanie Howard, and Stephanie B. Morris, Lecturers

The Mission of Mercer University’s School of Business and Economics

Mission Statement

The Stetson School of Business and Economics (SSBE) delivers career focused business education to develop innovative leaders and responsible global citizens.

The fulfillment of SSBE’s mission is guided by its strategic plan, SSBE Aspires! In short, SSBE aspires to be a highly respected professional school of Mercer University, known for its work in entrepreneurship and economic development, its unique experiential offerings to students, and its top quality academic programs. We foresee that our committed and engaged faculty, staff and alumni, in combination with attentive student services, make SSBE an excellent choice for high caliber business students – and our graduates, a top choice for employers.

Accreditation

The SSBE is accredited by AACSB International: The Association to Advance Collegiate Schools of Business, 777 South Harbour Island Boulevard, Suite 750, Tampa, FL 33602; telephone (813) 769-6500; www.aacsb.edu.

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 and/or grades must be made in writing to the appropriate faculty member and the Dean's Office of the School of Business and Economics, no later than 30 days from the completion of the term in which the course was offered. If the student and faculty member do not come to an agreement regarding the grade appeal, the Dean's office will review the appeal and make a final decision, in writing.

**Undergraduate Degrees**

The School of Business and Economics offers the Bachelor of Business Administration (BBA) degree. In both Douglas County and Henry County, with the option of majoring in Accounting, General Business, Human Resource Management, Management, and Marketing.

**Graduate Degrees**

The School of Business and Economics offers the Evening Master of Business Administration (MBA), the Combined MBA/JD, the Health Care MBA, and the Innovation MBA on the Macon campus, with further descriptions in this section of the catalog. The SSBE Atlanta campus offers an Evening MBA, Full-Time MBA, Online MBA, Two-Year MBA, Master of Accountancy, Combined MBA/MAcc, Combined MBA/PharmD, Combined MBA/MDiv, Combined MBA/DPT, and Master of Science in Business Analytics. Additional information for each program can be found in the Graduate Studies section of the Atlanta catalog.

**Study Abroad Program**

The 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, taken as BUS 413 (for undergraduate students) or BA 620 (for graduate students)-Business Studies Abroad, carries three (3) hours of credit in international business. 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. Interested students should contact the Director of Academic Affairs 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 and Scholar Advisor in the Office of International Programs on the Atlanta campus.
UNDERGRADUATE PROGRAMS
POLICIES AND PROCEDURES

Admission

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

Freshmen

See detailed information under the Admission Information section of this catalog.

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 2.5 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 2.5, as stated above, but do have at least a 2.25 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 of a 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.

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 an equivalent of BUS 346 taken at a two-year institution.

**Advanced Placement, CLEP, and International Baccalaureate Credit**

Students who take Advanced Placement (AP) courses at the high school level and complete the examinations administered by the Educational Testing Service are awarded credit based on the scores 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 that 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 of 50 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 that 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 transcripts or provided by the International Baccalaureate Office.

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 30 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 30 hours.

**Satisfactory- Unsatisfactory Grading Option**

Students seeking the BBA degree (regardless of their grade point average or academic 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 an S-U basis, unless the course is graded on a nonoptional S-U basis. Courses taken that are graded on a nonoptional satisfactory-unsatisfactory basis will not count toward the allowable two per year.

**Curriculum Comments**

Students should consult their advisors 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 of credit toward graduation are not awarded for exempted courses. Hours of 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 of credit in a student's major. A maximum of 6 hours of additional special topics credit may be taken outside the major 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.

**Beta Gamma Sigma**

Beta Gamma Sigma is the honor society for students enrolled in business and management programs accredited by AACSB International. The society's mission is to encourage and honor academic achievement in the study of business and personal and professional excellence in the practice of business.

Election to lifetime membership in Beta Gamma Sigma is the highest honor a business student anywhere in the world can receive in an undergraduate or master's program at a school accredited by AACSB International. Eligibility for membership is determined by high academic achievement. Only the top 20% of graduate students, the top 10% of seniors, and the top 7% of juniors, based on grade point average, are eligible for membership and lifetime benefits. With more than 500,000 members worldwide, and alumni chapters in major metropolitan areas across the United States, the Society's membership comprises the brightest and best of the world's business leaders.

**School Honors at Graduation**

Honors may be earned independently from overall undergraduate honors (cum laude, magna cum laude, summa cum laude). The school’s 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 both core curriculum courses and in the major. (Transfer students must attain a 3.75 or higher grade point average on all courses taken at Mercer in both the core curriculum and the major, and a combined grade point average of 3.75 or higher on all courses in the core curriculum and major at Mercer and at other institutions from which credit is received.)

**The Special Consideration Programs for School of Business and Economics**

**SCP for SSBE Students and Graduates.** The Stetson School of Business and Economics (SSBE) Special Consideration Program may be granted to students completing a Bachelor of Business Administration (BBA) degree or a Business minor at Mercer University within two years of the completion of the Bachelor’s degree. To be considered for the Special Consideration Program, applicants must meet the following conditions:

a) All BBA degree requirements have been met, and
   • Minimum of 30 semester hours of undergraduate coursework completed at SSBE, and
   • 32 semester hours completed at Mercer.

b) Overall 3.0 grade point average (GPA) at Mercer (including transfer hours)

c) 3.0 GPA for business core curriculum courses (including transfer hours)
d) Earned grade C or better in ALL business courses taken at Mercer

e) A 3.0 GPA in the Business minor (in addition to an overall 3.0 GPA at Mercer)

GPA requirements must be maintained through graduation to receive Special Consideration.

**SCP for Non-Business Students and Graduates.** Special Consideration to Mercer MBA programs may also be granted to students completing a non-business undergraduate degree at Mercer University. To be considered for The Special Consideration Program, a non-business degree student must meet the following conditions:

a) All undergraduate degree requirements have been met, and
   - Minimum 32 semester hours completed at Mercer.

b) Completed minimum math and statistics courses, including
   - At least STA 126 or MATH 220, and
   - Completed MAT 191 or MAT 141 or MATH 130.

c) Overall 3.0 GPA at Mercer (including transfer hours)

d) 3.0 GPA for business core curriculum courses, including transfer hours (if applicable)

e) 3.0 GPA for major courses at Mercer

f) Earned grade C or better in ALL business, math, and major courses taken at Mercer

GPA requirements must be maintained through graduation to receive Special Consideration.

**SCP for the Macon Innovation MBA.** Special Consideration to Mercer MBA programs may also be granted to students who are employees of Robins Air Force Base and who have an overall undergraduate grade point average of 3.0 (including transferred hours).

**SCP for the Macon Health Care MBA.** Special Consideration to Mercer MBA programs may also be granted to students who are employed in a health care field and who have an overall undergraduate grade point average of 3.0 (including transferred hours).

**SCP for the Juris Doctor/Evening MBA.** To be considered for Juris Doctor/Evening MBA SCP, a student must be enrolled at the Walter F. George School of Law as a 1L (first-year) student, and must have an overall law school grade point average of 78 or higher.

**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 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 SSBE Director of Career Management Services. Each internship must be approved by the SSBE Executive Director of Academic Affairs or the Program Director. An internship carries one (1) hour of academic credit per semester, and can be repeated once for an academic career maximum of two (2) credit hours. 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 major. 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 120 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 hours taken for a major, to include courses transferred from other institutions;
4. Completion of the general education requirements;
5. Completion of the mathematics, communication, statistics, and computer science courses required for the major earned;
6. Completion of the courses required in the business core;
7. Completion of the courses and any other requirements for a major;
8. Completion of a minimum of 32 hours from Mercer University and 30 semester hours from the School of Business and Economics. Students may count all economics courses taken in the 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 major will count toward meeting the SSBE minimum 30 semester-hours requirement. MGT 498 must be taken in residence;
9. Completion of all but six hours of the major in residence;
10. Take the senior assessment examination;
11. The recommendation of the faculty.

**CURRICULUM**

Students seeking the Bachelor of Business Administration degree in the regional academic centers must successfully complete the general education requirements, the business core curriculum courses, and major requirements. The School of Business and Economics normally works with the College of Professional Advancement 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’s degree. The specific courses that will be offered at each site will be based on the level of interest and students’ program needs, as expressed by current enrollment statistics, as well as anticipated future interest in the program.
General Education Requirements (48 hours) [SSBE Atlanta, Douglas, Henry, and Online]

Communication (12 hours):
  Written Communication (6 hours): LBST 175 & LBST 180; or Writing Intensive Course(s) (6 hours)
  Oral Communication (3 hours): COMM 171; or any other comparable transfer course
  Other Communication (3 hours): INSY 102; or any other comparable transfer course

Religion (3 hours):
  RELG 110; RELG 120; RELG 130; RELG 220; RELG 225; RELG 356; or any other comparable transfer course

Humanities/Fine Arts (9 hours):
  Literature (3 hours): LITR 207; LITR 247; LITR 277; LITR 334; or any other comparable transfer course
  History (3 hours): HIST 101; HIST 102; HIST 201; HIST 202; HIST 200; HIST 210; HIST 220; HIST 366; HIST 367; HIST 368; or any other comparable transfer course
  Fine Arts or Philosophy (3 hours): ARTH 101; COMM 104; COMM 205; LBST 250; LBST 255; MUSC 150; PHIL 215; SCLT 201; or any other comparable transfer course

Behavioral/Social Science (3 hours)
  PSYC 111; SOCI 111; or any other comparable transfer course

Quantitative Reasoning (6 hours)
  MATH 130 and MATH 220; or any other comparable transfer courses

Scientific Reasoning (including a lab) (3 hours)
  BIOL 101; BIOL 105; ENVS 210; ENVS 215; PHYS 106; PHYS 220; PHYS 225; SCIE 215; SCIE 220; or any other comparable transfer course (excluding SCIE 100 or its equivalent)

Additional Requirements (12 hours):
  Any three additional courses from those listed above; or from higher-level courses from those disciplines listed above; or any foreign language courses (9 hours)
  COMM 270 (3 hours)

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. Courses required for this curriculum include:

  ACC 204, 205
  BUS 346, 349, 350
  ECN 150, 151
  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; FIN 362; 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 that 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.

**Majors**

**Accounting Major** (21 Hours)

Students may choose to major in Accounting. The five required courses are:

- ACC 372 Intermediate Financial Accounting II
- ACC 373 Intermediate Financial Accounting III
- ACC 375 Tax Accounting
- ACC 431 Auditing

In addition, students must complete two additional 300-400 level Accounting courses.

**General Business Major** (18 hours)

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 managerial driven world. The General Business Major allows students greater flexibility in selecting courses that correspond to life and career goals.

Students may create their own area of study by selecting six 300-400 level courses from one or more business disciplines (ACC, BUS, CSC, ECN, FIN, MGT, or MKT). Some example areas of study are: accounting, business administration, finance, financial resources management, management, marketing, or other areas as designed by the student.

**Human Resource Management Major** (18 Hours)

Students may choose to major in Human Resource Management. The four required courses are:

- BUS 348 Employment Law
- MGT 423 Organizational Behavior
- MGT 429 Human Resource Management
- MGT 433 Labor-Management Relations

In addition, students must complete two additional 300-400 level courses from any business discipline (ACC, BUS, CSC, ECN, FIN, MGT or MKT).
Management Major  (21 hours)

Students may choose to major in Management. The five (5) required courses are:

- MGT 423 Organizational Behavior or MGT 424 Organizational Theory
- MGT 428 Leadership
- MGT 429 Human Resource Management
- MGT 472 International Management & Marketing
- MGT 427 Entrepreneurship

In addition, students must complete two (2) additional courses, which may include 300-400 level Management (MGT) courses and/or BUS 348 Employment Law and/or FIN 471 Mergers and Acquisitions and/or MKT 475 Marketing Management and/or additional courses as approved by academic advisor.

Marketing Major  (21 hours)

Students may choose to major in Marketing. The four (4) required courses are:

- MKT 415 Marketing Research
- MKT 442 Consumer Behavior
- MKT 475 Marketing Management
- MKT 474 Marketing and Digital Analytics

In addition to the four required courses, majors must choose nine additional hours from the following courses: any MKT course numbered 400 or higher, MGT 427 Entrepreneurship, or MGT 420 Event Management. Courses should be selected in consultation with the student’s academic advisor. No more than 3 credit hours can be earned in special topics or individualized research courses.

Free Electives:  (15-18 hours)

Total Graduation Requirements:  (120 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 program of study to include courses in alternate disciplines or seek a minor outside business.

Minors 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 or Marketing. A 2.0 grade point average is required to earn the minor. The School requires that 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. The requirements for a minor in Marketing are: MKT 361, MKT 415, MKT 475, and MKT 442. 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 School of Business and Economics at the regional academic center in Douglas County. All of the 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 catalogs. Courses indicated by * at the end of the description are normally offered at least once during each academic year. Courses indicated by ** are offered occasionally.

ACCOUNTING (ACC)

**ACC 204. Introductory Financial Accounting** (3 hours)
Prerequisite: INSY 102 or CSC 125 recommended.
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. *

**ACC 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. *

**ACC 371. Intermediate Financial Accounting I** (3 hours)
Prerequisites: ACC 204 and 205.
A study of the theory and principles underlying financial statements. Concise review of the basic principles and concepts relating to the collection and summarization of accounting information and the preparation of the income statement and the balance sheet. Basic financial statement analysis. Study in depth of theory and issues related to recognition and measurement of cash, receivables, inventories and revenue. *

**ACC 372. Intermediate Financial Accounting II** (3 hours)
Prerequisite: ACC 371.
A continuation of ACC 371. Study in depth of theory and issues related to accounting and the time value of money, and recognition and measurement of property, plant and equipment, depreciation, intangible assets, current liabilities, long-term liabilities, and stockholders’ equity. Preparation of the statement of cash flows. *

**ACC 373. Intermediate Financial Accounting III** (3 hours)
Prerequisite: ACC 372.
A continuation of ACC 372. Study in depth of theory and issues related to accounting for earnings per share, investments, income taxes, pensions and leases, accounting changes and error analysis, full disclosure, and constant dollar and current cost accounting. *

**ACC 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. *

**ACC 377. Cost Accounting** (3 hours)
Prerequisites: ACC 204 and 205.
A study of the utilization of cost data in planning and controlling activities. Internal and external data are woven into the planning models. Specific areas are: process, job order, standard, functional relationships, and budgeting. *
ACC 421. Accounting Information Systems (3 hours)
Prerequisites: ACC 371.
The course presents an introduction to the study of computer-based accounting systems with a primary focus on basic system documentation and design. Other topics covered include information system applications, internal controls and system security, auditing procedures related to the accounting system, and accounting system applications. *

ACC 431. Auditing (3 hours)
Prerequisites: ACC 371, MATH 220.
Corequisite: ACC 372 or consent of the instructor.
A study of objectives, standards, and procedures involved in examining and reporting on financial statements of business organizations by independent auditors. *

ACC 436. Advanced Accounting (3 hours)
Prerequisites: ACC 371, 372, and 373, or consent of the instructor.
A study of the theory and principles of accounting for business combinations, the preparation of consolidated financial statements, branch accounting, accounting for partnerships, accounting for international operations, and accounting for governmental and nonprofit organizations. *

ACC 477. Special Topics in Accounting (Subtitle) (3 hours)
Prerequisites: junior or senior standing and the consent of the instructor.
An intensive study of some significant topic in accounting not otherwise covered in the school's course offering. Topics will be chosen in consultation with students who register for the course. This course may be repeated multiple times with department approval.**

ACC 478. Research in Accounting (Subtitle) (1-3 hours)
Prerequisites: junior or senior standing and the consent of the instructor.
A research-oriented course focusing on an important topic in accounting not otherwise covered in the school's offerings. The course features student research, independent study, and discussion.**

ACC 494. Honors Thesis (1 hour)
Prerequisite: admission to the honors program.
Individual research leading to the completion of an honors thesis. Students admitted into the honors program register for one credit hour in each of three successive semesters (including summer). Only grades of satisfactory or unsatisfactory will be assigned. *

BUSINESS (BUS)

BUS 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 towards a major. May be repeated once. **

BUS 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.

**BUS 349. Management Information Systems** (3 hours)
Prerequisite: 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.

**BUS 350. Business Quantitative Analysis** (3 hours)
Prerequisites: MATH 220 and MATH 130.
Emphasis will be placed on the practical application of quantitative analysis used in business. Specific topics to be covered include: probability, forecasting, linear regression, linear programming, critical path method, program evaluation and review techniques, decision theory, and related techniques.

**BUS 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.

**BUS 477. Special Topics in Business (Subtitle)** (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 offerings. Topics will be chosen in consultation with students who register for the course.

**BUS 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)**

**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 the 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.

**ECN 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.

**ECN 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)

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. *

FIN 404. Investments (3 hours)
Prerequisites: FIN 362, MATH 220 or 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.*

FIN 463. Intermediate Finance (3 hours)
Prerequisites: FIN 362; MATH 220 or 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)

MGT 363. Principles of Management (3 hours)
Prerequisite: sophomore standing.
Coordination of organizational activities through planning, organizing, staffing, executing, and controlling functions. Behavior theory, delegation, communication, decision-making. Lecture, discussion, and cases. *

MGT 382. Production/Operations Management (3 hours)
Prerequisites: MGT 363; MATH 130; and MATH 220 or 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 decision making. *

MGT 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. *

MGT 424. Organization Theory (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. *
MGT 428. Leadership (3 hours)
Prerequisite: MGT 363.
This course presents a study of the theory and practice of leadership, particularly as it applies to concepts that deal with social interaction and interpersonal behavior and how the manager influences others through leadership. Examples of real and fictional leaders are discussed. *

MGT 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. **

MGT 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. **

MGT 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 each 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, and customer satisfaction, and to reduce costs. **

MGT 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)

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. *

MKT 415. Marketing Research (3 hours)
Prerequisites: MKT 361; MATH 220 or 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. **
MKT 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. **

MKT 421. Social Media Marketing (3 hours)
Prerequisite: MKT 361.
An introduction to the basic principles of Social Media Marketing and the marketing environment, with a focus on development of an understanding of the ethical planning, implementing, and controlling of Social Media Marketing activities on a local, national, and international scale. In addition, the course will investigate the role of the Social Media marketing function in planning and implementing objectives of the firm, and examine the relationship of social media with consumer markets, industrial markets, channels of distribution, product and pricing policies, promotion, and control. **

MKT 422. Public Relations (3 hours)
Prerequisite: MKT 361.
Introduction to Public Relations for business provides practical and theoretical insights into the world of public relations. The goal of this course is to introduce students to the field and familiarize them with fields’ best practices to help organizations of any size build successful relationships with their stakeholders. **

MKT 430. Services Marketing (3 hours)
Prerequisite: MKT 361.
The U.S., as well as much of the world economy, is dominated by services. In the U.S. approximately 75% of the labor force, 70% of the GNP, 45% of an average family’s budget, and 32% of exports are accounted for by services. Yet, business school courses traditionally have focused on the manufacturing sector of the economy. This course is designed for students who may be interested in working in service industries and will address the distinct needs and problems of service firms in the area of marketing. The primary theme of the course is that service organizations (e.g., banks, educational institutions, hospitals, hotels, professional services, transportation companies) require a distinctive approach to marketing strategy, both in its development and execution.

MKT 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. **

MKT 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. *
MKT 474. Marketing and Digital Analytics (3 hours)
Prerequisites: MKT 361 and MKT 415.
This course focuses on introducing students to statistical and analytical techniques in marketing and provides students with an opportunity to directly apply content from Principles of Marketing, and Research Methods courses in applied analytical environment. Topics will include but are not limited to email, mobile and social media analytics. Students will learn the principles of A/B testing and segmentation. Students will be able to work on a project where they define a problem, develop a detailed statistical analysis that aids in the understanding of a problem. Practical recommendations and potential solutions will be a critical component of the project.

MKT 479. Brand Management (3 hours)
Prerequisites: MKT 361.
This course is a real-world faculty-led internship experience. The focus is on the strategic planning for a brand and implementation of a strategy to grow a brand and positively impact the bottom line. In other words, the learning comes from assessing the current situation for the brand, conducting research to build and execute a business strategy for a brand, and the development and execution of a strategy to grow and sustain the brand. The business functions of strategic marketing management, human resource management, entrepreneurship, and financial management are each essential. Knowledge, talents, and skills outside the traditional field of business are also desirable. This is a real world faculty-led internship project with a substantial commitment to the brand and to the other members of the team. Each team member is expected to plug in and use his or her knowledge and gifts to achieve the objectives of the project and make a substantial impact on the brand.
The Tift College of Education

Thomas R. Koballa, Jr., Dean/Professor
Kelly Reffitt, Associate Dean/Associate Professor
Jeffrey S. Hall, Associate Dean/Associate Professor
Mary Kay Bacallao, Joseph L. Balloun, Penny L. Elkins, Jianhua Feng, Catherine M. Gardner, William O. Lacefield, and Susan C. Malone, Professors
Sharon Murphy Augustine, Olivia Boggs, Lucy Bush, Sylvia Y. Cain, Sherah Betts Carr, Andrew L. Grunzke, Carol A. Isaac, Margie W. Jones, Sybil Anne Keesbury, Pamela A. Larde, Vicki L. Luther, Wynnetta A. Scott-Simmons, Michelle Vaughn, and Jane West, Associate Professors
Caroline Young, Director of Assessment
Carlene Russell, Director of Candidate Program Progression
Kristin Doss, Associate Director of Field Placement
Rebecca Grunzke, edTPA Coordinator/Instructor
Barbara McWethy and Sheila Thompson, Instructors
Jan Johnson, Part-time Instructor

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 professional education community.

Goals

The 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.
7. Create an environment that encourages consideration of viewpoints other than one’s own, including viewpoints associated with other cultures and traditions.

8. Foster commitment to live as an engaged and informed citizen.

9. Foster reflection on one’s life and learning experience.

10. Encourage a respect for intellectual and religious freedom.

College of Education Programs

Bachelor of Science in Education
Master of Arts in Teaching (offered in Atlanta, Henry, and Macon)
Master of Education (see Graduate Programs)
Specialist in Education (see Graduate Programs)
Doctor of Philosophy (offered in Atlanta) (See Graduate Programs)

All programs leading to certification are approved by the Georgia Professional Standards Commission.

Undergraduate Programs

The College of Education offers the following undergraduate programs in teacher education in the Regional Academic Centers:

Early Learning and Development (Note: This program does not lead to certification.)
Elementary/Special Education General Curriculum (P-5 certification)
Middle Level Education (4-8 certification) – Henry, Douglas, and Macon Centers only (Applications for the Middle Level BSED in Macon are suspended for the 2019-2020 academic year.)

Non-Degree Seeking Students

Initial Teacher Certification-Only at the Undergraduate Level

Non-degree initial certification-only students are those students who have previously been awarded a bachelor’s degree from a regionally 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 Georgia teaching certificate. Initial certification-only programs are similar to the degree programs; however, students in the initial certification-only programs are classified as "non-degree seeking."

Undergraduate initial certification-only programs of study are available for Elementary/Special Education General Curriculum and Middle Level Education through the Regional Academic Centers (the Middle Level Education program is offered only in Henry, Douglas, and Macon). Post-baccalaureate initial certification at the graduate level is available on the Macon campus and on the Atlanta campus. Information about graduate level initial certification can be found in the Macon and Atlanta catalogs.

In order to be admitted to the College of Education, initial certification-only 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 initial certification-only students are admitted to the College of Education through the Regional Academic Centers Admissions
Office, they should begin the process of seeking admission to the Teacher Education Program by contacting their College of Education chair or academic advisor.

**Satisfactory- Unsatisfactory Grading Option**

Students seeking an undergraduate degree in the 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**

The 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 or online through the Registrar’s Office.

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.

**Grade Appeals Policy**

Students are encouraged to first meet with their instructor to discuss any disagreements regarding a grade. They may then appeal to the chair of the department. If satisfaction is not achieved, the student may then wish to submit an appeal to the Grade Appeals Committee through an associate dean. Grade appeals must be initiated within thirty days after the grade has been issued.
College of Education General Education Requirements

General Education Requirements: General Education core requirements must include a minimum of 30 hours and at least one course (3 hrs.) in each of the six broad categories listed below.

Communication: Oral and Written (12 hrs.)
(both written and oral communication must be addressed)
- LBST 175
- LBST 180
- COMM 171
- INSY 102, LBST 275, LBST 280, or Any Foreign Language

Religion: (3 hrs.)
- RELG 110; RELG 115; RELG 120; RELG 130; RELG 215; RELG 220; RELG 225

Humanities/Fine Arts: Choose 1 from each group. (6 hrs.)
- **Group 1:** COMM 251; HIST 101; HIST 102; HIST 200; HIST 201; HIST 202; HIST 210; HIST 220; HIST 366; HIST 367; HIST 368; LITR 115; LITR 207; LITR 247; LITR 277; LITR 334; LITR 356; LITR 370
- **Group 2:** ARTH 101; COMM 104; COMM 205; LBST 250; LBST 255; MUSC 150

Behavioral/Social Sciences: (3 hrs.)
- PSYC 111; SOCI 111; GEOG 301

Quantitative Reasoning (3 hrs.)
- MATH 129; MATH 130; MATH 140; MATH 160; MATH 220

Scientific Reasoning: (3 hrs.)
- SCIE 100

Total Semester Hours: 30

NOTE: In an effort to determine students’ skill levels in reading, writing, and mathematics, the University requires new students to take an advising test. Some exceptions apply. Information about the test can be obtained from the offices of the regional academic centers.

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 catalog under the College of Professional Advancement):
- UNIV 110. The Culture of the University
- FDSL 115. Introductory Algebraic Procedures for Problem-Solving
- FDSL 130. Language and Communication*
- FDSL 150. Principles of Self-Renewal
- FDSL 170. Fundamentals of Research Methods
*Students enrolled in FDLS 130 must earn a grade of C or higher in order to register for LBST 175 and LBST 180.

Students enrolled in FDLS 115 must earn a grade of C or higher in order to register for MATH 120.

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 College of Education has chosen for its conceptual framework the theme: "The Transforming Educator - 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.

- Believes in his or her own efficacy as an educator and 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 semester-long student teaching experience.

Because of the recognition of 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 meet with an advisor first semester of enrollment.

Once a student is admitted to the Teacher Education Program, that student must continue to make satisfactory progress. The 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.
Admission to Teacher Candidacy

To be fully admitted to teacher candidacy, a student must:

1. Have a cumulative undergraduate GPA of 2.5
2. Have taken and have earned no grade below a “C” in LBST 175 and LBST 180.
3. Have taken and have earned no grade below a “C” in the math core class.
4. Have passed any unrestricted 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 level education. Students must earn a grade of B or higher in EDUC 283.
5. Have passed any GACE for Program Admission tests 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, ACT, GRE, or other exemption criteria as noted at gapsc.com.
6. Have completed the GACE Ethics Assessment for Program entry. (see www.gapsc.com).
7. Have declared a major in teacher education.
8. Have submitted an application for admission to Teacher Candidacy prior to registering for any restricted 300 and 400 level education courses.

Progression Policy

Once a student is admitted to Teacher Candidacy, he/she must:

1. Maintain a cumulative GPA of 2.5 or better.
2. Apply for a Pre-Service certificate from the Georgia Professional Standards Commission and receive that certificate prior to beginning any field placements.
3. Maintain a 2.75 or better in all education courses required for the major. Students in the Middle Level Education program must maintain a 2.75 GPA or better in all education courses required for the major as well as a 2.75 GPA or better in each area of concentration.
4. Successfully complete all education courses. A teacher candidate who receives a grade below “C” in more than two (2) education courses will be dismissed from the Teacher Education Program. Students must earn a grade of B or higher in EDUC 283.

Only two (2) education courses with grades below “C” may be repeated, and no education course may be repeated more than one time.
5. Have positive recommendations from each field experience in order to advance in the sequence of field experiences. Please note that field experience placements must meet all diversity criteria, i.e., placement in a variety of settings and placement in required grade clusters.
6. Have successfully completed all education courses and all content courses required for certification prior to recommendation for student teaching. Further, in order to be recommended for student teaching, a student may
Candidate for Certification

In order to be recommended for licensure/certification, a teacher candidate must:

1. Have successfully met all Progression Policy criteria.
2. Have a positive recommendation from student teaching.
3. Have successfully completed all program/degree requirements.
4. Have successfully completed Portfolio requirements.
5. Have successfully passed the appropriate GACE Content test(s) and the GACE Ethics Assessment for Program Exit and have submitted complete score reports to the appropriate Certification Office.
6. Have met all state requirements for certification, including successful completion of edTPA.

Repeating Courses

A grade point average of at least 2.75 is required in all professional education courses. Students also must maintain a 2.75 GPA or better in all courses required for the major, including courses required for areas of concentration in middle grades and for certification in secondary and special subjects (P-12).

Students must earn a minimum of a C in all required courses for certification and a grade of B or higher in EDUC 283. Students may repeat no more than two (2) such courses. If a student receives less than a C in more than two (2) education courses, the student will be dismissed from the Teacher Education Program. A teacher education course may be repeated only one time.

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 restricted education courses.

Teacher Education Field Experience

Field experience is an integral part of the Teacher Preparation Program. Each candidate is expected to complete field experiences in diverse settings and meet cluster requirements of their individual program plan. (See program plans for specific number of field experiences and cluster requirement information.) Field experiences are coordinated through the Office of Field Placement, and additional fees will be assessed for each field experience.

Candidates must do the following to be considered eligible for any field experience course:

- Meet with Advisor prior to applying for field experience courses.
- Obtain full admission to teacher education candidacy.
- Apply for field experience during the application period.

(The application system is open during specified dates each fall and spring semester. Candidates are responsible for being aware of the application period and must apply during the PRIOR to the actual field experience. Check listserv messages and the Office of Field Placement section on the webpage often.)
• Obtain Pre-Service Certification.
Under Georgia’s Tiered Certification System, teacher candidates are required to have a Pre-Service certificate in order to be eligible for placement in any field experiences. Each semester, information will be provided through student listservs to all College of Education certification candidates with detailed instructions on applying for the Pre-Service certificate from the College of Education Office of Certification. The process will include submitting the Pre-Service Certification application form and the Verification of Lawful Presence document, which must be notarized. The Georgia Professional Standards Commission (GaPSC) will conduct a criminal background check on each candidate. If cleared, candidates will be issued a Pre-Service Certificate by GaPSC. No candidate may begin a field experience prior to obtaining this certificate. See the next section for more information. Additionally, see: http://www.gapsc.com/Certification/TieredCertification/preService.aspx.
• Complete the GACE Educator Ethics – Program Entry assessment (Test Code 350).
See http://gace.ets.org/ethics/about for more information.
• Obtain Tort Liability Coverage.
(All school systems with which Mercer University maintains a partnership for field experiences require a clear criminal history and liability insurance before the student may be placed in a school. Securing criminal history clearance and maintaining insurance coverage are the candidate’s responsibility.)

Pre-Service Certification and Background Check (additional information)

Validity
The Pre-Service certificate is valid for as many as 5 years, and may be extended at the request of the educator preparation provider. It is invalidated upon program completion, or if the candidate withdraws, transfers, or is removed from the program. A former candidate who re-enrolls in an educator preparation program may be issued a new 5-year Pre-Service certificate at the request of the provider. A current background check is required in this case.

Additional Notes
• The Pre-Service certificate is not a professional educator certificate. It allows the holder to participate in supervised field experience, clinical practice, student teaching, or residency work in Georgia schools;
• Holding a Pre-Service certificate does not automatically lead to Induction educator certification.
• Holding a Pre-Service certificate is not a pre-requisite to qualify for any other Georgia certificate. If you have already completed the student teaching portion of an educator preparation program, or if you will complete it outside of the state of Georgia, you need not apply for a Pre-Service certificate.

edTPA
The GaPSC-approved content pedagogy assessment, edTPA, is designed to assess knowledge and skills in the areas of student development and learning, instruction and assessment, and professional roles and responsibilities. See the following link: http://www.edtpa.com/
A passing score on edTPA is required for the following individuals:
• Applicants for Induction Pathway 1 or 2 who complete the clinical practice or student teaching requirements of their state-approved initial certification program on or after September 1, 2015;
• Applicants for conversion of an Induction Pathway 4 certificate who complete the clinical practice or student teaching requirements of their state-approved initial certification program on or after September 1, 2015.

All teacher candidates are required to attempt edTPA prior to program completion, typically during the student teaching (or internship) field experience. Certification-only and M.A.T. candidates who are employed as educators, full-time or part-time for a half-day or more, must attempt edTPA by the end of the third semester of concurrent employment and program enrollment.

edTPA is scored externally through Pearson Education, Inc. for a $300 fee, and this fee for the initial scoring of the edTPA portfolio is included as a course-related fee. Candidates will be provided instructions and support on the submission process. Candidates who do not meet the state’s passing standards may retake the assessment; additional field experiences will be available, and retake fees apply.

Liability Insurance

Teacher education students are required to obtain Tort Liability Insurance prior to any field experience.

This insurance may assist with expenses related to civil suits brought against education students for acts or omissions that occur at a school. No amount of vigilance or professionalism can prevent some accidents. Also, a suit that incurs expenses can be brought against a person even if it is groundless. For these reasons, education students are required to obtain Tort Liability Insurance. Tort Liability insurance is required for field experiences in any class. Be advised that you will need to provide proof of coverage/membership each semester. Proof of coverage is documented when applying for field experiences. For a small fee, you must obtain coverage by joining one of the following student organizations: Georgia Association of Educators (GAE) https://gae.org or Student Professional Association of Georgia Educators (SPAGE). www.pagefoundation.org.

ELEMENTARY EDUCATION AND SPECIAL EDUCATION GENERAL CURRICULUM

The Elementary Education and Special Education General Curriculum is designed to prepare teachers to teach all students in grades P-5. Students participate in a variety of field-based experiences that provide experience in a range of P-5 grade levels.

Program Goals

The Elementary Education and Special Education General Curriculum Program at Mercer University offers an academic perspective to the candidate that values the individual and authentic worth of the young child through the inclusive lens of the general education classroom. Following an integrated, technologically enhanced curriculum, the candidate will experience varied field and life experiences within the culture of diverse school and community populations. Having completed this program of study, the candidate will become a transforming educator and a reflective professional who advocates for the needs and rights of the young child, while collaborating and establishing partnerships with parents, schools, and communities.

Program Outcomes

Upon completion of the Elementary Education and Special Education General Curriculum Program, the candidate will:
I. TO KNOW: Content and Process
1. Understand the young child from a holistic perspective with an emphasis upon the cognitive, affective, and psychomotor domains, as well as the child's environment. (Understanding)
2. Acquire a knowledge base about various curriculum models and best practices. (Understanding)
3. Appreciate the importance of community in working with all children and their diversity, including ethnic, language, cultural, socio-economic, disabilities, and gender. (Diversity)

II. TO DO: Application
1. Construct and implement an integrated, developmentally appropriate curriculum for all areas of a child's development, including cognitive, emotional, social, and physical. (Practicing and Engagement)
2. Demonstrate competency in developing and implementing a wide variety of diagnostic and assessment techniques and strategies. (Practicing)
3. Integrate technological advances as a routine part of the curriculum. (Engagement)

III. TO BE: Attitude
1. Know self as an individual and recognize one's point of growth along the continuum of teaching as an emerging, developing, and transforming educator. (Reflecting)
2. Advocate for young children and their families. (Collaboration)
3. Collaborate with other professionals, families and the broader community in planning and implementing instructional programs. (Collaboration)

ELEMENTARY EDUCATION/SPECIAL EDUCATION
B.S.Ed. Degree
120 Semester Hours
Requirements
General Education Requirements: .................................................................30 hours
Professional and Pedagogical Studies: .......................................................29 hours
EDUC 205. Preparing the Elementary Environment
EDUC 220. Foundations of Education
EDUC 257. Psychology and Development of the Learner
EDUC 283. Fundamentals of Special Education
EDUC 398. Fieldwork I
EDUC 399. Fieldwork II
EDUC 485. Professional Practicum
EDUC 492. Student Teaching
Content Studies: .........................................................................................51 hours
EDUC 210. Instructional Technologies for Teaching and Learning
EDUC 226. Health, Nutrition, and Safety
EDUC 330. Exploration of Learning Creative Arts
EDUC 358. Nature of Learners with Special Needs
EDUC 376. Content and Learning Language Arts
EDUC 377. Effective Reading and Writing Methods and Materials
EDUC 378. Children's Literature Across the Curriculum
EDUC 403. Connecting the Home, School, and Community
EDUC 405. Classroom Management
EDUC 421. Science for All Learners
EDUC 428. Content and Learning Social Studies
EDUC 450. Intervention Strategies for Learners with Special Needs
EDUC 451. Assessment and Evaluation in SPED and Elementary Education
EDUC 452. Diagnosis and Remediation of Reading and Writing
EDUC 457. Teaching Mathematics for Elementary Education: Number Sense & Operation
EDUC 458. Teaching Mathematics for Elementary Education: Geometry, Measurement, & Data Analysis
EDUC 459. Integrated Curriculum and Instruction

Electives: .......................................................................................................... 10 hours
Portfolio .............................................................................................................. 0 hours
TOTAL ............................................................................................ 120 semester hours

MIDDLE LEVEL EDUCATION

The goal of the Mercer University College of Education is to prepare middle level educators as Transforming Educators who move through self-transformation during the facilitation of learning, while enabling the transformation of middle level students, a group of unique and diverse individuals transitioning from childhood to adolescence. Candidates in the Middle Level Education program are prepared in general studies, professional and pedagogical studies, and content studies, which include two subject area concentrations. Completion of this program qualifies candidates for Middle Grades Certification in the two areas of concentration.

Program Objectives/Outcomes

Upon completion of the Middle Level Education program, the candidate will demonstrate:

1. A knowledge base that blends knowledge of development of 10-14 year-olds with in-depth knowledge of content, pedagogy, and assessment in the two concentration areas. TO KNOW

2. Understanding of the middle school philosophy and concept and knowledge of the characteristics of an effective middle school. TO KNOW

3. Knowledge and understanding of middle school students and the uniqueness and diversity (age, ability, gender, special needs, etc.) exhibited by that group of students, and the ability and skills to meet the needs of the diversity exhibited in today's middle schools. TO KNOW

4. Knowledge and understanding of effective curricular models that meet the unique needs of middle level students. TO KNOW

5. Knowledge and understanding of "teaming" and the ability and skills to collaborate effectively in such a setting, which involves knowledge of content, pedagogy, and assessment across the four concentration areas and of integrated teaching and learning. TO KNOW, TO DO, TO BE

6. Knowledge of reading in the content areas and across the curriculum. TO KNOW

7. The ability and skills to effectively plan, organize, implement, and assess in a collaborative team setting and as an individual. TO DO

8. The ability and skills to provide an effective advisor-advisee component in the middle school curriculum. TO DO
9. The ability and skills to be an effective collaborator with families, community, and other partners. **TO BE**

10. The ability and skills to engage in meta-cognition and reflection for continued enhancement and effectiveness as a Transforming Educator. **TO BE**

To be highly qualified, the Middle Level Education teacher candidate must be prepared with the uniqueness of middle level schooling as a defining characteristic. In addition to strong preparation in the two content concentrations, the Middle Level Education curriculum includes an embedded emphasis on reading and a focus on integrated instruction. The reading emphasis (which does not result in a reading concentration or a reading endorsement) is a strand in five required courses and prepares teachers to address the literacy needs of middle level students. The focus on integration is highlighted in two integrated methods courses that address integrated, interdisciplinary planning, teaching, and assessment.

**MIDDLE LEVEL EDUCATION***

**B.S.Ed. Degree**

**120 Semester Hours**

**Requirements**

**General Studies:** ........................................................... minimum 30 hours

**Professional and Pedagogical Studies:** ................................. 32 hours

- EDUC 210. Instructional Technologies for Teaching and Learning
- EDUC 220. Foundations of Education
- EDUC 283. Fundamentals of Special Education
- EDUC 356. Psychology and Development of the Adolescent Learner
- EDUC 398. Fieldwork I
- EDUC 399. Fieldwork II
- EDUC 485. Professional Practicum
- EDUC 406. Classroom Management for MLE and SEC
- EDUC 492. Student Teaching

**Content Studies** .............................................................. minimum 51 hours

- EDUC 360. Introduction to Middle Level Schooling
- EDUC 422. Teaching of Science for MLE and EDUC 455. Teaching of Mathematics for MLE
- EDUC 429. Teaching of Social Studies for MLE and EDUC 466. Teaching of English/Language Arts for MLE
- EDUC 460. Middle School Curriculum
- EDUC 461. Middle Level Integrated Methods I: Processes
- EDUC 462. Middle Level Integrated Methods II: Instruction & Assessment
- EDUC 478. Teaching Literacy for MLE

Concentration I (5 content courses)*
Concentration II (5 content courses)*
*1 course from each concentration will overlap with general studies

**Portfolio** ........................................................................................................... 0 hours

**Electives** ........................................................................................................... 7 hours

**TOTAL** ........................................................................................................ 120 hours

*Offered at the Henry County, Douglas County, and Macon Centers only.
MIDDLE LEVEL CONCENTRATIONS

Language Arts Concentration
EDUC 379: Young Adult Literature
English Language or Writing (choose 1: ENGL 323, LITR 334)
Cultural/Ethnic/Women's/World Literature (ENGL 356, 370, LITR 407)
British Literature (LITR 447)
American Literature (LITR 277, LITR 477)
EDUC 466: Teaching English/Language Arts MLE

Mathematics Concentration
MATH 130: Topics in Pre-calculus
MATH 129: Modeling Functions w/Graphs and Tables
MATH 160: College Geometry
MATH 140: Applied Mathematics
Additional Math Course (Choose 1: MATH 150, 181, 220, 282, 310)
EDUC 455: Teaching Mathematics for MLE

Science Concentration
SCIE 100: Methods of Scientific Investigation
Earth Science Course (PHYS 106)
Life Science Course (SCIE 215)
Chemical/Physical Science Course (SCIE 220)
Additional Science Courses (choose 2: BIOL 101, 105, ENVS 210, 215; PHYS 220, 225; SCIE 390)
EDUC 422: Teaching Science MLE

Social Studies Concentration
Western Civilization Survey (HIST 101, 102, or 220)
American History/Government Course (Choose 1: HIST 201, HIST 202, POLS 100, or HIST 368: Georgia History)
Geography Course (choose 1: GEOG 301 or EDUC 390: Geography for Teachers)
Social/Ethnic/Non-Western World Studies (choose 1: HIST 200 or SOCI 200)
EDUC 429: Teaching Social Studies for ML

EARLY LEARNING AND DEVELOPMENT PROGRAM

The Bachelor of Science in Education degree with a major in Early Learning and Development (ELAD) is designed for individuals who wish to teach children from birth to age five in various settings. This degree program does not lead to teacher certification in Georgia. The Early Learning and Development program will assist the student in acquiring a broad educational foundation that will prepare him or her for a profession in early learning and development. Each student will complete studies in Child Development, Observation and Assessment, and Child Care Administration. The Child Development studies will focus on knowledge of how typical and atypical infants, toddlers, and young children grow, develop, and learn. The Observation and Assessment studies will provide opportunities to know and use systematic observations, documentation, and other effective assessment strategies. The Child Care Administration studies will serve to provide education in the theory and practice of leadership/management and human resource issues in childcare centers and other early learning and development settings.
Goals of Mercer University’s Early Learning and Development (ELAD) Program

1. To prepare early learning and development professionals.

Graduates of the Early Learning and Development program will be qualified for administrative, non-certified teaching, or social service positions with childcare centers, Head Start programs, Pre-Kindergarten, infant/toddler care, social services agencies, and other facilities designed for the care and development of young children.

2. To help meet the growing demand for highly trained early learning and development education professionals in Georgia.

Leaders in the early care and education profession in Georgia consistently indicate the need for a larger body of educated professionals to fill teaching and administrative positions.

3. To provide an alternative for early care and education employees seeking an undergraduate degree.

Mercer University’s Early Learning and Development degree program will provide opportunities for those employed in early care and education settings to achieve personal and professional growth as they pursue a Bachelor of Science in Education degree.

4. To develop partnerships with early care and education settings, professional organizations, and community agencies.

Mercer University recognizes the importance of developing partnerships with other institutions and agencies to improve the educational development of the community and state.

Early Learning and Development Program Outcomes

Candidates who complete the Bachelor of Science in Education degree with a major in Early Learning and Development are professionals in early care and education who will promote the success of all young learners from birth through five years of age by:

1. using understanding of typically and atypically developing young children’s characteristics, needs, and multiple interacting influences on children’s development and learning to create environments that are healthy, supportive, and challenging for all young children. To Know, To Do

2. understanding and valuing the importance and complex characteristics of children’s culturally diverse families and communities; and using this understanding to create respectful, reciprocal relationships that support and empower families, and to involve all families in their children’s development and learning. To Know, To Do

3. influencing positively children’s development and learning by understanding the goals, benefits, and uses of assessment; and knowing about and using systematic observations, documentation, and other effective assessment strategies in a responsible way and in partnership with families and other professionals. To Know, To Do

4. knowing, understanding, and using positive relationships and supportive interactions as the foundation for work with young children. To Know, To Do
5. knowing, understanding, and using a wide array of developmentally effective approaches, strategies, and tools to influence children’s development and learning in positive ways. **To Know, To Do**

6. understanding the importance of each content area in young children’s learning; knowing the essential concepts, inquiry tools, and structure of content areas, including academic subjects; and identifying resources to deepen understanding. **To Know, To Do**

7. using knowledge and other resources to design, implement, and evaluate meaningful, challenging curricula that promote comprehensive developmental and learning outcomes for all young children. **To Know, To Do**

8. using knowledge and resources to design and administer quality programs that encourage and support collaboration between families, child care professionals, and community agencies concerned with the positive growth and development of all young children. **To Know, To Do**

9. identifying and conducting themselves as members of the elementary profession; knowing and using ethical guidelines and other professional standards related to elementary practice; becoming continuous, collaborative learners who demonstrate knowledgeable, reflective, and critical perspectives of their work; making informed decisions that integrate knowledge from a variety of sources; and serving as informed advocates for sound educational practices and policies. **To Be**

**Admission to the Early Learning and Development Program**

To be fully admitted to teacher candidacy in the ELAD program, a student must:

1. Have a cumulative undergraduate GPA of 2.5
2. Have taken and have earned no grade below a “C” in LBST 175 and LBST 180.
3. Have taken and have earned no grade below a “C” in the math core class.
4. Have passed all unrestricted education courses taken and have earned no grade below a “C” in any courses required for the major,
5. Have completed the GACE Ethics Assessment for Program entry. (see www.gapsc.com).
6. Have declared a major in teacher education.
7. Have submitted an application for admission to Teacher Candidacy in the semester prior to registering for any restricted 300 and 400 level education courses.
8. Submit Bright from the Start Comprehensive Background Check.

After a student is fully admitted to teacher candidacy in the ELAD program, he/she must:

1. Maintain a cumulative GPA of 2.5 or better.
2. Maintain a 2.75 or better in all education courses required for the major.
3. Successfully complete all education courses. An ELAD student who receives a grade below “C” in more than two (2) education courses will be dismissed from the Teacher Education Program. Only two (2) education courses with grades below “C” may be repeated, and no education course may be repeated more than one time.
4. Have positive recommendations from each field experience in order to advance in the sequence of field experiences. Please note that field experience placements must meet all diversity criteria, i.e., placement in a variety of settings, and placement in required grade clusters.

**EARLY LEARNING AND DEVELOPMENT**

**B.S.Ed. Degree**

**120 Semester Hours**

**Requirements**

**General Education Requirements:** ................................................................. 30 hours

**Professional and Pedagogical Studies:** .................................................. 45 hours

- EDUC 205. Preparing the Elementary Environment
- EDUC 210. Instructional Technologies to Improve Teaching and Learning
- EDUC 220. Foundations of Education
- EDUC 226. Health, Nutrition, and Safety
- EDUC 283. Fundamentals of Special Education
- EDUC 378. Children’s Literature
- ELAD 230. Learning Through Play and Exploration
- ELAD 240. Inquiry-Based Curriculum for Infants and Toddlers
- ELAD 300. Integrated Curriculum: Preschool through Kindergarten
- ELAD 310. Emergent Literacy in Young Children
- ELAD 360. Positive Guidance for Young Children
- ELAD 405. Classroom Management for Early Learning and Development
- ELAD 422. STEM and the Youngest Learner
- ELAD 410. Kindergarten Language Arts and Reading
- ELAD 420. Kindergarten Numeracy, Spatial Sense, and Measurement

**Child Development Studies:** ................................................................. 13 hours

- EDUC 257. Psychology and Development of the Learner
- ELAD 330. Creative Arts for Young Children
- ELAD 210. Characteristics of Typical and Atypical Early Childhood Development
- ELAD 483. Child Development Practicum

**Observation and Assessment Studies:** .................................................. 10 hours

- ELAD 370. Observation and Assessment of Young Children
- ELAD 400. Classroom Strategies and Interventions for Young Children
- ELAD 486. Observation and Assessment Practicum

**Child Care Administration Studies:** .................................................... 10 hours

- ELAD 350. Program Administration in Diverse Settings
- ELAD 403. Building Home, Early Learning, and Community Partnerships in Early Learning and Development Settings
- ELAD 484. Child Care Administration Practicum

**Approved Electives** ............................................................................... 9 hours

**Portfolio** .................................................................................................. 0 hours

| Total .......................................................................................... 120 semester hours |

**Field Experience for Early Learning and Development (ELAD)**

Field experience is an integral part of the program. Each candidate is expected to complete field experiences in diverse settings related to child development, pedagogy, and program administration. Field experiences for ELAD are coordinated with the ELAD
Additional fees will be assessed for each field experience course. Each candidate should meet with the ELAD faculty advisor and apply for the field experience during the application period. The application period is open during specified dates each fall and spring semester. Candidates are responsible for being aware of the application periods and must apply during that period prior to the semester of the field experience. Candidates must check listserv messages and the Office of Field Placement website often. The Office of Field Placement requires a clear criminal history and liability insurance before the student can be placed in a field experience setting. It is the candidate’s responsibility to secure and maintain criminal history clearance and insurance coverage. All field experiences must be completed in a Quality Rated or Y NAEYC Early Learning Center.

TEACHER EDUCATION MINOR

The minor in teacher education is available to all Mercer undergraduate students; however, receiving a minor in teacher education does not fulfill the requirements for teacher certification. The teacher education minor consists of 18 semester hours of education courses, of which at least six hours at or above the 300-level must be completed with Mercer. Students who have not been fully admitted to candidacy in teacher education but wish to complete a minor must choose the 18 hours from among unrestricted courses (any 100- or 200-level EDUC or ELAD course, plus EDUC 356, 360, 378, 379, and ELAD 330). Students who have been fully admitted to teacher education and decide to minor in teacher education may include restricted courses in the 18-hour requirement for the minor.

COURSES OF INSTRUCTION

[NOTE: Full Teacher Candidacy Admission status is required for all classes numbered 300 and above, with the exceptions of EDUC 356, EDUC 360, EDUC 378, and EDUC 379. LBST 175 and 180 are pre-requisites to all ELAD and EDUC courses.]

EARLY LEARNING AND DEVELOPMENT (ELAD)

ELAD 210. Characteristics of Typical and Atypical Child Development (3 hours)

This course will provide an overview of the theories of typical and atypical development from conception through age five. Attention will be paid to various influences on all aspects of development including the influence of stress and trauma, protective factors and resilience, and supportive relationships on the development of young children. Focus will include effects of biological and environmental factors on pre-, peri-, and post-natal development and impact of medical conditions on family concerns, resources, and priorities. Significance of socio-cultural and political context for the development and learning of young children who are cultural and linguistically diverse will be stressed. (Every Fall in at least one location)

ELAD 230. Learning through Play and Exploration (3 hours)

An in-depth study of play and its relationship to the physical, social, emotional, cognitive and language development of children ages birth through five. Includes an examination of the theories of play, types of play, and play materials and environments which form the basis of developmentally appropriate curriculum for children in the early years. A variety of play observations will be required. There will be an emphasis on play advocacy. (Every Fall in at least one location)

ELAD 240. Inquiry-based Curriculum for Infants and Toddlers (3 hours)

This course will focus on the development, design, and implementation of inquiry-based curriculum for infants and toddlers. Topics to be studied include: quality early childhood curriculum models, learning environments, developmentally appropriate practices, diverse
learners, home/school/community curricular connections, and methods for documenting learner outcomes (birth to three years of age). (Every Fall in at least one location)

**ELAD 300. Integrated Curriculum: Preschool through Kindergarten**
3 hours
Prerequisite: Full Teacher Candidacy admission status.
This course is designed to survey developmentally appropriate curriculum for early childhood settings preschool through kindergarten. Topics to be studied include: curriculum structure, content, instructional goals and objectives, state and national standards, integration of the curriculum, and methods of assessing student performance (3-5 years). (Every Spring in at least one location)

**ELAD 310. Emergent Literacy in Young Children**
3 hours
Prerequisite: Full Teacher Candidacy admission status.
This course focuses on how young children (birth through five years of age) develop emergent skills in listening, speaking, pre-reading/reading, and pre-writing/writing. Particular emphasis is placed on planning and implementing a print-rich environment that supports emergent literacy skills. (Every Spring in at least one location)

**ELAD 330. Creative Arts for the Young Child**
(Cross-listed with EDUC330)
3 hours
Prerequisite: Successful completion of all 200-level program courses.
The purpose of this course is to focus on instructional strategies and developmentally-appropriate practices for all learners that facilitate learning in music, media, visual arts, movement, literature, storytelling, and creative dramatics, while supporting an integrated approach to curriculum development and teaching for the young child. (Every year in at least one location)

**ELAD 350. Program Administration in Diverse Settings**
3 hours
Prerequisite: Full Teacher Candidacy admission status.
This course will focus on the various types of local, state, and federal resources/partnerships that can be accessed to improve the quality of early childhood programs. Topics of discussion will include community partnerships, grant writing, public/private donations, foundations, and fundraising. (Every Fall in at least one location)

**ELAD 360. Positive Guidance for Young Children**
3 hours
Prerequisite: Full Teacher Candidacy admission status.
This course is an in-depth study of guidance versus discipline to support social and emotional development of children ages birth through five. It includes an examination of the theories of guidance, cultural responsiveness, intervention strategies, and creation of an encouraging environment in which children will thrive and learn. A variety of classroom observations will be required. There will be an emphasis on family partnerships. (Every year in at least one location)

**ELAD 370. Observation and Assessment of Young Children**
3 hours
Prerequisite: Full Teacher Candidacy admission status.
Co-requisite: ELAD 486.
This course focuses on the study of observation, documentation and other forms of assessment of the development and learning of young children ages birth through five, with particular emphasis on understanding and application of developmentally and educationally appropriate assessment tools and strategies for every child. The assessment process takes into account the whole child: cognition, communication, sensory, perceptual, motor, social/moral development within the context of family, school and cultural environments. (Every Spring in at least one location)
ELAD 400. Classroom Interventions and Strategies in Early Care and Education Settings (3 hours)
Prerequisites: Full Teacher Candidacy admission status. ELAD 210.
This course focuses on identification of young children with special needs and other diverse learners in the early care classroom. Emphasis is given to modifications and strategies to best serve all young children. This course also focuses on the theory and practice of classroom management in early care and education settings, with emphasis upon organization of the classroom environment, developmentally appropriate practice, classroom structures and routines, and appropriate positive guidance for the young child. (Every Spring in at least one location)

ELAD 403. Building Home, Early Learning, and Community Partnerships in Early Learning and Development Settings (3 hours)
Prerequisites: ELAD 310.
Candidates explore the importance of collaboration among the home, early learning, and broader community in the education of young children. Ways in which young children's learning, behaviors, viewpoints, and habits are affected by family members, by Early Care Administrators, and by members of the immediate and larger community will be addressed. Candidates grasp the range of situations professionals encounter as they work with children in a diverse society. (Every Fall in at least one location)

ELAD 405. Classroom Management for Early Learning and Development (3 hours)
Prerequisite: Full Teacher Candidacy admission status.
This course is an introduction to theory, knowledge, and strategies associated with classroom management for educators who work in early learning and development. Focus is on organizing the classroom, rules and procedures, and managing student behavior. Practical application is emphasized, and teacher candidates are expected to develop their own relevant classroom management plans to be effectively implemented in the classroom. (Every year in at least one location)

ELAD 410. Kindergarten Language Arts and Reading (3 hours)
Prerequisites: Full Teacher Candidacy admission status. ELAD 300 and ELAD 310.
This course focuses on how kindergartners develop reading and writing skills. Particular emphasis is placed upon a balanced approach that includes research-based content and instructional strategies designed to support language and literacy development in kindergarten. Effective methods for assessing and documenting young children’s growth in literacy are included to plan and adapt instruction to meet the needs of diverse learners. (Every Fall in at least one location)

ELAD 420. Kindergarten, Numeracy, Spatial Sense, and Measurement (3 hours)
Prerequisites: Full Teacher Candidacy admission status, ELAD 300.
This course addresses the development of early numeracy, spatial sense, and measurement in Kindergarten. It includes appropriate pedagogy for early learners such as the use of visual representations, questioning strategies, problem solving context, and hands-on experiences. This course incorporates music, technology, and manipulatives to enhance and develop number sense, concepts of measurement and spatial reasoning for Kindergarten learners. (Every Fall in at least one location)

ELAD 422. STEM and the Youngest Learner (3 hours)
Prerequisites: Full Teacher Candidacy admission status, ELAD 300.
This course is an introduction to Science, Technology, Engineering, and Mathematics (STEM) as it relates in an Early Learning and Development classroom. Young children are natural investigators, and teachers are in the unique position to provide high quality learning experiences to help children understand the world around them. (Every year in at least one location)

**ELAD 464. Professional Development Seminar III – ECAE** (1 hour)
Prerequisites: Full Teacher Candidacy admission status; EDEC 365.
The primary purpose of this course is to promote reflective thinking for the Transforming Educator. Students will complete an electronic portfolio. The purposes of the portfolio are: (1) to engage in professional self-awareness, evaluation, development, and progress; (2) to encourage interaction with ideas, materials, and peers; (3) to articulate a personal philosophy in Early Care and Education; (4) to project goals and plan strategies related to becoming a Transforming Educator; and (5) to document one’s development as a Transforming Educator. (Every Spring in at least one location)

**ELAD 483. Child Development Practicum** (4 hours)
Prerequisite: Full Teacher Candidacy admission status. Application required.
This course provides a field-based teaching/observation experience in early childhood/childcare settings (infancy through preschool) for Early Learning and Development majors. Each student is expected to observe, assist, plan and implement developmentally appropriate activities under the supervision of a master teacher and an assigned University Supervisor. Students will spend a minimum of 80 clock hours in the experience during the semester. All field experiences must be completed in a Quality Rated or NAEYC Early Learning Center. Graded: S (Satisfactory) or U (Unsatisfactory). Special Fee. Application required. (Offered every Fall and Spring in at least one location)

**ELAD 484. Child Care Administration Practicum** (4 hours)
Prerequisites: Full Teacher Candidacy admission status. ELAD 486. Application required.
This course provides a field-based teaching/observation/administration experience a child care setting (infant through Pre-K) for Early Learning and Development majors. Each student is expected to observe, assist, plan and implement developmentally appropriate activities and perform assigned administrative duties under the supervision of a master teacher, program administrator, and an assigned University Supervisor. Students will spend a minimum of 80 clock hours in the experience during the semester. All field experiences must be completed in a Quality Rated or NAEYC Early Learning Center. Graded: Satisfactory (S) or Unsatisfactory (U). Special Fee. Application required. (Every Fall in at least one location)

**ELAD 486. Observation and Assessment Practicum** (4 hours)
Prerequisites: Full Teacher Candidacy admission status. ELAD 483. Application required.
This practicum experience focuses on the study of observation, documentation and other forms of assessment of the development and learning of young children ages birth through age five; with particular emphasis on understanding and application of developmentally and educationally appropriate assessment tools and strategies for every child. The assessment process takes into account the whole child: cognition, communication, sensory, perceptual, motor, social/moral development within the context of family, school and cultural environments. Students will work under the supervision of a master teacher or program administrator and an assigned University Supervisor. Students will spend a minimum of 80 clock hours in the experience during the semester. All field experiences must be completed in a Quality Rated or NAEYC Early Learning Center. Graded: S (Satisfactory) and U (Unsatisfactory). Special Fee. Application required. (Every Spring in at least one location)
EDUCATION (EDUC)

EDUC 205. Preparing the Elementary Environment (3 hours)
This course provides an introductory study of the fundamentals of teaching and learning in elementary education, 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 elementary programs. (Every year in at least one location)

EDUC 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. (Every semester in at least one location)

EDUC 211. Construction of Scientific and Mathematical Thinking (3 hours)
This course is designed to provide meaningful opportunities for critical thinking and problem solving that will assist preservice teachers in expanding their repertoires of practical applications of scientific and mathematical processes. Using paradigms of constructivism, multiple intelligences, and metacognition, class members will develop insights about patterns and relationships, apply culturally derived schemes and devices to form conceptualizations and generalizations, and use generalizations and other forms of logic to facilitate problem-solving in various contexts and fields of human activity. Attention will be given to integrating theory and practice of mathematical and scientific processes within the context of elementary, special education, and middle grades classrooms.

EDUC 220. Foundations of Education (3 hours)
This course provides a comprehensive overview and critical analysis of historical, political, legal, socio-cultural, and philosophical foundations of education in the United States, including an introduction to the teaching profession, and the trends and issues confronting American education today. (Every year in at least one location)

EDUC 226. Health, Nutrition, and Safety (3 hours)
This course will integrate basic concepts of health, nutrition, and safety as they relate to children. Influences on healthy lifestyles (physical, mental, and social) will be studied. Topics include finding and evaluating resources, making decisions, and setting goals to promote health and collaborating to create a safe and supportive environment that nurtures exceptionalities, individual similarities, and differences. (Every year in at least one location)

EDUC 256. Adolescent Health and Development (3 hours)
A study of the healthy development of adolescents. Specific attention will be given to the influences of health on biological, cognitive, social-emotional, and psychomotor development.

EDUC 257. Psychology and Development of the Learner (3 hours)
This course will provide an overview of the principles of growth and development from conception through early adolescence. Attention will be paid to various influences on all aspects of development: physical maturation, cognitive and linguistic development, social skills, learning styles, and personality development. Focus will be on individual student differences and learning theories. (Every year in at least one location)

EDUC 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 and must be completed with a grade of B or higher. (Every year in at least one location)

**EDUC 330. Exploration of Learning through the Creative Arts** (3 hours)
The purpose of this course is to focus on how teaching and learning can be enhanced through the arts. The purpose of this course is to develop instructional strategies for all learners that facilitate learning in music, art media, visual arts, movement, literature, storytelling and creative dramatics while supporting an integrated approach to curriculum development and teaching. (Every year in at least one location)

**EDUC 356. Psychology and Development of the Adolescent Learner**
The objective of this course is to integrate critical aspects of adolescent development with motivation and learning theories. The course addresses essential areas of child adolescent cognitive development, social/emotional development, learning theories, classroom management, motivation, and discipline theories. Specific obstacles to learning and subsequent treatment approaches also are presented. Advocacy issues and special needs students also are addressed in the context of each session.

**EDUC 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. (Every year in at least one location)

**EDUC 358. Nature of Learners with Special Needs** (3 hours)
Pre-requisite: Full Teacher Candidacy admission status.
This course provides an in-depth overview of students with mild and moderate disabilities and particularly those with specific learning disabilities, intellectual disabilities, and emotional/behavioral disorders. Emphasis is also given to other diverse learners as well as those considered to be at risk. The course presents theories and current issues as they relate to etiology, definitions, characteristics, identification, eligibility, service delivery, and family needs. (Every year in at least one location)

**EDUC 360. Introduction to Middle Level Education** (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. (Every Fall in at least one location)

**EDUC 376. Content and Learning through the Language Arts** (3 hours)
Pre-requisite: Full admission status.
This course will examine the six language arts (listening, speaking, reading, writing, viewing, and visually representing) in elementary settings. Focus on content, methods, and materials appropriate for teaching language arts will be explored. Emphasis will be placed on the integration of language arts across the curriculum; multimedia resources and materials; and diversity in children and families. (Every year in at least one location)

**EDUC 377. Effective Reading and Writing Methods and Materials** (3 hours)
Pre-requisites: Full admission status; EDUC 376.
Co-requisites: Fieldwork II and Professional Development Seminar II.
This course will focus on the reading process, the developmental patterns of literacy, the special education general curricula of reading and writing, the role of reading in the content areas, and phonemic awareness. Emphasis will be placed on the integration of literacy
EDUC 378. Children's Literature across the Curriculum (3 hours)
This course provides a survey of children's literature and its effective integration across the elementary curriculum. Topics of focus include the genres of children's literature, multicultural literature, selection and analysis of quality literature, and response theory in literature. (Every year in at least one location)

EDUC 379. Young Adult Literature (3 hours)
This course provides an introduction to the genres of literature for young adults. Areas of focus include: selection and analysis of quality literature, appropriate integration of literature across the curriculum and application of response theory in literature. (Every Spring in at least one location)

EDUC 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. (Occasionally)

EDUC 398. Fieldwork I (1 hour)
Prerequisite: Formal application; full admission status.
This course provides candidates a session-long school-based experience. Students will be assigned to diverse schools and will spend a minimum of 35 clock hours observing and participating, on a limited basis, in classroom-related activities. Students are required to attend Fieldwork I orientation and seminars. Note: Grades of satisfactory (S) or unsatisfactory (U). Special fee. Online application required. (Every semester in at least one location)

EDUC 399. Fieldwork II (1 hour)
Prerequisite: Formal application; full Teacher Candidacy admission status; EDUC 205 or 360. Online FE application required.
This course provides candidates a session-long school-based experience. Students will be assigned to diverse public schools and will spend a minimum of 35 clock hours observing and participating in teaching and learning activities. Students are required to attend Fieldwork II orientation and seminars. Note: Grades of satisfactory (S) or unsatisfactory (U). Special fee. (Every semester in at least one location)

EDUC 403. Connecting Home, School, and Community (3 hours)
Pre-requisites: Full Teacher Candidacy admission status; EDUC 377 or ELAD 310.
Candidates explore the importance of collaboration among the home, school, and broader community in the education of young children. Ways in which young children's learning, behaviors, viewpoints, and habits are affected by family members, by school personnel, and by members of the immediate and larger community will be addressed. Candidates grasp the range of situations professionals encounter as they work with children in a diverse society. (Every Fall in at least one location)

EDUC 405. Classroom Management (3 hours)
Pre-requisites: Full Teacher Candidacy admission status; EDUC 459.
Co-requisite: EDUC 492.
This course is an introduction to theory, knowledge, and strategies for classroom management for educators who work with elementary and special needs students. Focus is on organizing the classroom, rules and procedures, and student behavior in three areas: general, problems, and special groups. Practical application is emphasized, and teacher
candidates are expected to develop their own relevant classroom management plans that could be effectively implemented in the public school classroom. (Every year in at least one location)

**EDUC 406. Classroom Management for MLE and SEC**  (3 hours)

Pre-requisite: EDUC 460 or EDUC 469; Full Teacher Candidacy Admission Status.

This course is an introduction to theory, knowledge, and strategies for classroom management for educators who work with middle level and secondary students. Focus is on management as a triangular model that demonstrates the inter-relatedness of content, conduct, and covenant relationships. Practical application is emphasized, and teacher candidates are expected to develop their own relevant classroom management plans that could be effectively implemented in the public school classroom. (Every year in at least one location)

**EDUC 410A. Refining Teaching and Learning Performance**  (1 hour)

Prerequisites: application required; full Teacher Candidacy admission status; consent of site chair.

This course provides a field-based experience for students who wish to refine their teaching skills, modify a single edTPA task, and resubmit the edTPA portfolio in order to complete the requirements for recommendation for full teacher certification. The course is evaluated on a Satisfactory (s) or Unsatisfactory (U) basis. A special fee will be assessed. (Every year in at least one location)

**EDUC 410B. Refining Teaching and Learning Performance**  (3 hours)

Prerequisites: application required; full Teacher Candidacy admission status; consent of site chair.

This course provides a field-based experience for students who wish to refine their teaching skills, modify multiple edTPA tasks, and resubmit the edTPA portfolio in order to complete the requirements for recommendation for full teacher certification. The course is evaluated on a Satisfactory (s) or Unsatisfactory (U) basis. A special fee will be assessed. (Every year in at least one location)

**EDUC 421. Science for All Learners**  (3 hours)

Pre-requisites: Full Teacher Candidacy admission status.

Building upon constructivism-based learning theory, the design of this inquiry-based course promotes scientific literacy. Students are required to use critical thinking and problem solving skills. Scientific knowledge of the nature of science is developed through inquiry-based activities. Creating equitable learning environments will be modeled throughout the course. Adaptations so that special needs students can participate in inquiry-based activities will be integrated. (Every Spring in at least one location)

**EDUC 422. Teaching Science for MLE**  (3 hours)

Prerequisite: Full Teacher candidacy admission status; EDUC 360.

Co-requisite: EDUC 455.

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 multicultural education are combined with the theories of learning. (Every year in at least one location)

**EDUC 428. Content and Learning through the Social Studies**  (3 hours)

Pre-requisite: Full Teacher Candidacy admission status.

This course will provide students with an in-depth study of the methods and materials essential for effective social studies instruction in elementary grades. Students will develop knowledge and competencies in specific content areas and design appropriate
instructional methods that reflect the individual needs of a diverse student population. Topics include but are not limited to: curriculum standards, assessment design and construction, interdisciplinary/integrated curriculum and unit planning, effective uses of instructional technology, and teaching strategies that adapt content for students with special needs. (Every year in at least one location)

EDUC 429. Teaching Social Studies for MLE (3 hours)
Prerequisites: Full Teacher Candidacy admission status; EDUC 360.
Co-requisite: EDUC 466.
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. (Every Fall in at least one location)

EDUC 450. Intervention Strategies for Learners with Special Needs (3 hours)
Prerequisites: Full Teacher Candidacy admission status; EDUC 358, EDUC 376.
Emphasis will be given to helping the Transforming Educator understand and apply research-based intervention strategies and instructional principles in the classroom with special needs learners. Curriculum-based assessment techniques will be studied with an emphasis upon the decision-making process for developing instructional objectives for students with Specific Learning Disabilities, Intellectual Disabilities, and Emotional/Behavioral Disorders. Educational strategies for diverse learners and students considered to be at Risk will also be presented. (Every Spring in at least one location)

EDUC 451. Assessment and Evaluation in Special Education & Elementary Education (3 hours)
Prerequisites: Full Teacher Candidacy admission status; EDUC 450.
This course is designed to provide the Transforming Educator with a comprehensive knowledge base relevant to the assessment and evaluation of children in Elementary/Special Education General Curriculum programs. Emphasis will be given to the selection, administration, and interpretation of individualized and group assessment instruments. Authentic assessment strategies will also be presented. Assessment and evaluation tools for diverse learners as well as federal and state requirements regarding student assessment will be addressed. The relevance of assessment and evaluation for the design of successful educational strategies will be explored. (Every Fall in at least one location)

EDUC 452. Diagnosis and Remediation of Reading and Writing (3 hours)
Pre-requisites: Full Teacher Candidacy admission status; EDUC 377.
In this course, students will examine the role of the teacher as a literacy instruction and assessment decision maker. Focus will be to explore literacy and language strategies that can be adapted to fit individual needs. Informal and formal assessment tools will be utilized to inform instructional choices, facilitate parent/child conferences, and allow children to participate in their own literacy development as they achieve goals in becoming independent readers and writers. This course will focus on the reading process, the writing process, and the developmental patterns of literacy. Attention is given to children at risk, children with special needs, and other diverse learners. (Every Fall in at least one location)

EDUC 454. Building Mathematical Competence and Confidence in Learners (3 hours)
Prerequisite: Full Teacher Candidacy admission status.
Constructivism-based methods of mathematics learning for all children, with a deep focus on the importance of problem solving, will be explored and implemented in this course. Emphasis will be placed on developmentally appropriate teaching practices that nurture positive dispositions, equity, critical thinking, collaboration, profound understanding of fundamental mathematics concepts, and connections of mathematics to other areas of the curriculum as well as to life outside of school. Instructional adaptations for students with special needs, formal and informal assessment strategies, and creative uses of teaching tools such as manipulatives and technology will serve as frameworks for discussion and understanding of the mathematics teaching/learning process.

EDUC 455. Teaching Mathematics for MLE (3 hours)
Prerequisites: Full Teacher Candidacy admission status; EDUC 360.
Corequisite: EDUC 422.
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. (Every year in at least one location)

EDUC 457. Teaching Mathematics for Elementary Education: Number, Sense, and Operations (3 hours)
Prerequisites: Must meet Senior Year Progression criteria; C or better in general education mathematics courses. Study includes developmentally appropriate methods focusing on problem solving and the development of mathematical concepts and procedures, materials, media, technology, and techniques for diagnosing, correcting, teaching, and evaluating mathematics in grades P-5. The content will include number systems, number sense and number operations, and algebraic concepts. (Every year in at least one location)

EDUC 458. Teaching Mathematics for Elementary Education: Geometry, Measurement, and Data Analysis (3 hours)
Prerequisites: Must meet Senior Year Progression criteria; C or better in general education mathematics courses and a grade of C or higher in EDUC 457. Study includes developmentally appropriate methods focusing on problem solving and the development of mathematical concepts and procedures, materials, media, technology, and techniques for diagnosing, correcting, teaching, and evaluating mathematics in grades P-5. The content will include geometry, measurement, and data analysis. (Every year in at least one location)

EDUC 459. Integrated Curriculum and Instruction (3 hours)
Prerequisites: Full Teacher Candidacy admission status; EDUC 376.
This course will focus on the development, design, and implementation of integrated, developmentally appropriate curriculum for all areas of a child's development, including: cognitive, social, emotional, and physical. Topics to be studied include: curriculum structure and content, instructional goals and objectives, content integration, developmentally appropriate practices, diverse learners, home/school/community curricular connections, and methods for assessing student performance. (Every Fall in at least one location)

EDUC 460. Middle School Curriculum (3 hours)
Prerequisites: Full Teacher Candidacy admission status; EDUC 360.
The development of middle school curriculum as it has been shaped by sociocultural 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. (Every year in at least one location)

**EDUC 461. Middle Level Integrated Methods I: Processes** (3 hours)
Prerequisite: Full Teacher Candidacy admission status.
A study of knowledge, skills, and processes in an integrative manner that pulls together commonalities among the four areas of concentration in the middle grades. Special emphasis is given to the integrative/interdisciplinary nature of the topics, and special attention is given to adaptation for special needs, including gifted and talented. (Every Spring in at least one location)

**EDUC 462. Middle Level Integrated Methods II: Instruction and Assessment** (3 hours)
Prerequisite: Full Teacher Candidacy admission status; EDUC 461.
A study of instructional methods, integrated/interdisciplinary models of instruction, and assessment as they relate to all subjects and to the diversity and special needs of students in the middle grades. (Every Fall in at least one location)

**EDUC 466. Teaching English/Language Arts MLE** (3 hours)
Prerequisites: Full Teacher Candidacy admission status; EDUC 360.
Co-requisite: EDUC 429.
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. (Every Fall in at least one location)

**EDUC 478. Teaching Literacy for MLE** (3 hours)
Prerequisites: Full Teacher Candidacy admission status; EDUC 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 literacy factors for reading informational texts, the reading/writing connection, and young adult literature. (Every year in at least one location)

**EDUC 485. Professional Practicum** (3 hours)
Prerequisites: application required; full Teacher Candidacy admission status and successful completion of EDUC 398 and EDUC 399.
This course provides candidates a semester-long school-based teaching experience. Students will be assigned to diverse schools, and are required to spend a minimum of 80 clock hours in the classroom during the entire semester. See course syllabus for weekly schedule. Students are required to attend orientation and practicum seminars. Successful completion of the Practicum is required for entry into student teaching. Note: Grades of satisfactory (S) or unsatisfactory (U). Special fee. (Every year in at least one location) (Fall and Spring)

**EDUC 488. Mentored Practicum** (3 hours)
Prerequisite: Full Teacher Candidacy admission status. Successful completion of EDUC 399. Online FE application required.
The mentored practicum is designed for those candidates who are employed in an approved accredited school setting on a non-renewable teaching certificate and in a setting appropriate to the certification that the candidate is seeking. The candidate will complete this course in his or her own classroom, under the mentorship of a teacher assigned by the school and a Mercer supervisor. Additional clock hours in other school settings may be assigned in order to meet diversity requirements. Candidates are required to attend orientation and practicum seminars. The mentored practicum is evaluated on a
satisfactory (S) or unsatisfactory (U) basis. A special fee is assessed. Additional application paperwork required. (Fall and Spring)

**EDUC 492. Student Teaching**  
(12 hours)
Prerequisites: Full Teacher Candidacy admission status and successful completion of all required education and middle level concentration courses. Online FE application required.
This course provides candidates a semester-long, full-day teaching experience for certification 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 university supervisor. Each student teacher will teach full-time for a minimum of three to five weeks. Required seminars will be held in conjunction with these experiences and will address a variety of topics. All students are required to attend orientation, FE seminars and edTPA seminars. Note: Grades of satisfactory (S) or unsatisfactory (U). Special fee. (Fall and Spring)

**EDUC 498. Internship**  
(12 hours)
Prerequisites: Full Teacher Candidacy admission status. Successful completion of all required education and middle level concentration courses. Online FE application required. Additional application paperwork required.
This internship is designed for candidates who are employed in an approved accredited public or private school setting on a non-renewable teaching certificate and who are teaching in a setting appropriate for the certificate that they are seeking. Candidates are required to attend the internship orientation, FE seminars and edTPA seminars. Specific policies and requirements are included in the Student Resource Guide. An internship is evaluated on a satisfactory/unsatisfactory basis. A special fee is assessed. (Fall and Spring)
College of Professional Advancement

Priscilla R. Danheiser, Dean/Professor
Gail W. Johnson, Associate Dean/Assistant Professor
Caroline M. Brackette, Assistant Dean/Associate Professor
Colleen P. Stapleton, Assistant Dean, Atlanta/Professor
Duane E. Davis, J. Colin Harris, Ian C. Henderson, Kyra L. Osmus, and Arthur J. Williams, Professors Emeriti
Karen O’Neill Lacey, Associate Professor Emerita
Fred W. Bongiovanni, Margaret H. Eskew, Hani Q. Khoury, W. David Lane, Laurie L. Larkin, Richard H. Martin, and Suneetha B. Manyam, Professors
Jason R. Holloway and Jacqueline Stephen, Instructors

Mission

Consistent with the mission of Mercer University, the College of Professional Advancement 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. The college also contributes to the quality of education provided to students enrolled in other academic units by offering general education and elective courses at the Regional Academic Centers, on the Macon and Atlanta campuses, and online.

College of Professional Advancement Programs

The College of Professional Advancement offers undergraduate degree completion programs and undergraduate general education courses in the Regional Academic Centers, on the Atlanta and Macon campuses and online. The College offers graduate programs on the Mercer University Atlanta and Macon campuses, at the Henry County Center, and online. The graduate programs offered on the Atlanta campus, at the Henry County Center, and online may be found in the catalog for the Cecil B. Day Campus.
Degree Programs

A bachelor’s degree requires a minimum of 120 semester hours of academic courses numbered 100 and above. Some programs of study may require more. The College of Professional Advancement offers the following degree programs.

**Bachelor of Arts**
- Communication (Atlanta, Douglas County, Henry County, and Online)
- Liberal Studies (Atlanta, Douglas County, Henry County, and Macon)

**Bachelor of Arts, Liberal Studies/Master of Divinity** (Atlanta, Douglas County, Henry County, and Online)

**Bachelor of Science**
- Criminal Justice Leadership (Atlanta, Douglas County, Henry County, Macon, and Online)
- Health Informatics (Atlanta and Online)
- Healthcare Leadership (Henry County)
- Homeland Security and Emergency Management (Online)
- Human Resources Administration and Development (Douglas County and Henry County)
- Human Services (Douglas County, Henry County, Macon, and Online)
- Informatics (Effective July 1, 2019, no new students will be accepted into this program)
- Information Technology and Informatics (Atlanta and Online)
- Organizational Leadership (Atlanta, Douglas County, Henry County, and Macon)
- Psychology (Atlanta and Online)
- Software Application Development and Human Computer Interaction (Atlanta and Online)

*Master of Science, Clinical Mental Health Counseling* (Atlanta only-please see Atlanta Catalog for more information)

(*Accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP) under the 2009 standards for Clinical Mental Health Counseling.)*

**Master of Science, Clinical Rehabilitation Counseling** (Atlanta only-please see Atlanta catalog for more information)

(Accredited by the Council for Accreditation of Counseling and Related Education Programs (CACREP) under the 2009 CACREP standards for Clinical Rehabilitation Counseling.)*

**Master of Science, Criminal Justice and Public Safety Leadership** (Online)

**Master of Science, Health Informatics** (Online)

**Master of Science, Health Informatics/Doctor of Pharmacy** (Online and Atlanta)

**Master of Science, Human Services** (Henry County)

*Master of Science, School Counseling* (Atlanta only-please see Atlanta catalog for more information)

(*Approved by the Georgia Professional Standards Commission and accredited under the 2009 CACREP Standards for School Counseling.)*

**Master of Science, Clinical Mental Health/Master of Divinity, Pastoral Care and Counseling** (Atlanta only-please see Atlanta Catalog for information)

**Master of Science, Clinical Mental Health/Master of Theological Studies** (Atlanta)

**Master of Science, Organizational Leadership** (Atlanta, Henry County, and Macon)

**Master of Science, Organizational Leadership/Christian Ministry, Leadership for the Nonprofit Organization** (Atlanta and Henry County)

**Master of Divinity, Leadership for the Nonprofit Organization**

**Master of Science, Organizational Leadership/Master of Arts in Christian Ministry, Leadership for the Nonprofit Organization** (Atlanta and Henry County)
**Undergraduate Admission Policies and Procedures**

Student applicants must meet the general admission requirements as outlined under the Admission Information section in the Regional Academic Center Catalog. Applicants seeking admission to the College of Professional Advancement must also meet the following criteria.

**Freshmen**

See more detailed information under the Admission Information section of this catalog.

**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:

- A cumulative grade point average of 2.25 or better for all college-level credit attempted.
- 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, may be eligible for provisional admission status.

**Credit for Prior Learning**

Undergraduate students enrolled in the College of Professional Advancement may receive college credit through a variety of assessment methods.

**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.

- Semester credits transfer into the University on a one-for-one basis. Each quarter hour credit is awarded 2/3 of a 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.
- To fulfill any science general education requirement, transferred courses must include a laboratory component.

**Departmental Challenge Examinations**

Credits may be awarded upon the successful completion of examinations developed and administered by the departments of the College of Professional Advancement with the approval of the associate dean or dean.
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 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.

Students must pay the appropriate fee to the Bursar's Office prior to sitting for the exam. A non-refundable administrative fee of $250.00 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 may waive the examination fee. A different exam will be administered for re-takes.

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 which will in turn forward it to the registrar. Application forms are available in the Office of the Registrar or at the Regional Academic Centers.

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 a 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.

Portfolio Assessment

The College of Professional Advancement's students may receive a maximum of 12 semester hours of credit through Portfolio Assessment. Instructions for compiling a successful portfolio will be provided to students upon request.

To be eligible to receive credit through Portfolio Assessment, a student, in consultation with a fulltime faculty member from the appropriate discipline, identifies a particular College of Professional Advancement course to challenge for which the student believes through experience he/she has met each of the stated student learning outcomes.

Students submit to the Dean’s Office an application to challenge a course through the portfolio assessment method with a nonrefundable $250 application fee for each course. Only the dean may waive the portfolio assessment fee.

The student collects and assembles -in a portfolio format-documentation/evidence of attainment of each of the College of Professional Advancement course's learning outcomes. Documentation may include a combination of the following among other kinds of supporting evidence: letters of recommendation from former employers detailing accomplishments and abilities specifically related to one or more of the learning outcomes; examples of work/projects completed within a job or volunteer assignment; job descriptions; certificates of completion for professional development training; honors/recognition received for projects completed related to the learning outcomes of the course identified for challenge; oral or written presentations of knowledge gained through experience; other documents related to the outcomes of the particular course targeted that will assist students in making the
argument that they have already met the learning outcomes of the course identified.

- The student submits the portfolio to the faculty member who reviews and approves the portfolio as effectively demonstrating that each learning outcome is met or determines that the evidence is not sufficient and revision of the portfolio or withdrawal from the challenge is needed.

- Once the faculty member approves the portfolio as demonstrating that each of the course learning outcomes has been met, the faculty member forwards the portfolio to the Chair of the department offering the course. The department chair will either approve the portfolio as effectively demonstrating that all learning outcomes for the course have been met or determine that revision of the portfolio or withdrawal from the challenge is needed.

- Once the department chair approves the portfolio, the chair presents the portfolio to the Prior Learning Assessment Committee, a subcommittee of the College of Professional Advancement’s Curriculum Committee, for consideration. The Prior Learning Assessment Committee determines through a vote whether the student will receive credit for the course and the number of credits he/she will receive, be asked to revise the portfolio for reconsideration, or be denied credit for the challenge.

- The decision of the Prior Learning Assessment Committee is final and communicated to the Dean’s Office and Registrar.

- Students will receive a grade of Satisfactory or Unsatisfactory for the course identified in the portfolio. The grade will not carry quality points and therefore will not affect the cumulative grade point average. Credit earned through the portfolio assessment will be posted to the student’s permanent academic record in the transfer credit area. This credit will carry the annotation that identifies it as portfolio assessment. Denial of credit for the challenge will not be reflected on the student’s transcript.

**Satisfactory-Unsatisfactory Grading Option**

Students seeking an undergraduate degree in the College of Professional Advancement (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:

- 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 no more than 6 total credit hours on an S/U basis.

- Students must declare the satisfactory/unsatisfactory grade option by the end of the drop-add period and cannot change it after that time.

- 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 Professional Advancement students are expected to attend all scheduled classes and field events. Online and hybrid courses may require regularly scheduled synchronous virtual class meetings. Failure to participate in these required synchronous meetings may result in an absence. 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 provided 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 Professional Advancement, the maximum load in which an undergraduate student may enroll without approval of the advisor or dean is 12 credit hours per semester, 6 credit hours per eight-week session. Students who wish to take 15 hours per semester or 9 hours per session may do so with the permission of the advisor and may take more than 15 hours per semester or 9 hours per session only with the approval of the dean, associate dean, assistant dean, or dean’s representative. Students requesting an overload must complete the Overload Request form.

Declaration of a Major

Students should file a Declaration of Major Form with the registrar prior to completing 60 semester hours. Forms for declaring a major may be found at the Registrar’s Office and the Regional Academic Centers. Declaring or changing a major in the college requires the approval of an advisor or program coordinator in the new major.

College of Professional Advancement

General Education Requirements

General Education core requirements must include at least one course (3 credit hours) in each of the six broad categories listed below, and sum to at least 30 hours. Each school/college may select its own general education requirements from among the list of approved courses in each category and may choose to require more than the minimum number of hours and courses. Individual schools/colleges may also include additional college core requirements. Students transferring in with a bachelor’s degree or 30 or more general education credits may be exempt from the undergraduate general education religion requirement by individual schools/colleges. Students should consult the requirements of their respective college to determine which courses are needed for graduation.

Communication (both written and oral communication competencies in English must be addressed): 12 hours

- Written Communication: LBST 175 and LBST 180
- Oral Communication: COMM 171
- Other Communication: COMM 370; GLEN 225; INSY 102; LBST 275; LBST 280

Religion 3 hours

- RELG 110; RELG 115; RELG 120; RELG 130; RELG 200; RELG 215; RELG 220; RELG 225; RELG 320; RELG 356
Humanities/Fine Arts

Each course must have a different prefix

Humanities: COMM 251; GLEN/HUMA 245; HIST 101; HIST 102; HIST 200; HIST 201; HIST 202; HIST 210; HIST 220; HIST 366; HIST 367; HIST 368; HUMA 215; LBST 250; LBST 255; LITR 115; LITR 207; LITR 247; LITR 277; LITR 334; LITR 356; LITR 370; PHIL 215; SCLT 201; WGST 320

Fine Arts: ARTH 101; COMM 104; COMM 205; HUMA 115; MUSC 150

Behavioral/Social Science

GLEN/SOCI 235; ORGL 210; PSYC 111; SOCI 111; SOCI 356; WGST 210

Quantitative Reasoning

MATH 129; MATH 130; MATH 140; MATH 160; MATH 220

Scientific Reasoning (including a lab)

BIOL 101; BIOL 105; BIOL 210; CHEM 103 and CHEM 105; CHEM 104 and CHEM 106; ENVS 210; ENVS 215; PHYS 106; PHYS 220; PHYS 225; SCIE 100; SCIE 200; SCIE 215; SCIE 220; SCIE 230; SCIE 250

Additional Requirement

GLEN 301; LBST 302; LBST 303; LBST 305; SCLT 304

Note: Any cross-listed course taken to fulfill the requirements of one category cannot also be used for a second category.

**College of Professional Advancement**

**General Education Vision Statement**

The College of Professional Advancement seeks to prepare citizens for the 21st century. This vision of general education is grounded in the university-wide aim of enabling students "to lead richer, fuller lives of citizenship in a world where different cultures, social institutions, and technologies intersect in multiple and diverse ways." Achieving this broad aim requires fostering capacities for intellectual growth, cultural understanding, civic responsibility, and moral discernment, and more particularly requires that citizens, in cross-cultural/global settings, be able to:

I. Interpret the worlds of meaning constituted by texts, practices, and artifacts;

II. Explain how the world works using analytic and systemic reasoning;

III. Communicate in an informed manner in various public squares and spheres;

IV. Engage issues of ethics and social justice across cultures and disciplines.

**Students will do the following to accomplish the general education I — IV outcomes:**

**I. Interpretation and Citizenship**

Students will interpret various texts, practices, and/or artifacts that constitute the world by:

- Practicing recursive and reflective “close reading” of texts, practices, or artifacts to develop an interpretation supported by details and a consideration of the work as a whole;

- Explaining similarities and differences among texts, practices, or artifacts in relation to other texts, practices, or artifacts;
c. Articulating the meaning of a text, practice, or artifact in relation to theories of interpretation;
d. Mapping a text, practice, or artifact in relation to a field or multiple fields of study;
e. Engaging in dialogue with a text, practice, or artifact in relation to selves/others.

II. Explanation and Citizenship
Students will use analytic and systemic reasoning to explain the world empirically, experimentally, and mathematically by:

a. Using and critiquing scientific methods while demonstrating an understanding of the difference(s) among fact, scientific law, theory, and hypothesis;
b. Using mathematical terminology, notation, and symbolic processes;
c. Designing and implementing a multi-step mathematical process, appropriately employing mathematical and technological tools, to solve problems and assess the reasonableness of results within different contexts, including the human as well as natural world;
d. Practicing experimental/observational science by collecting, analyzing, and interpreting empirical data;
e. Analyzing observed phenomena within the human and natural world through the use of qualitative and quantitative scientific reasoning;
f. Analyzing underlying concepts of analytic and systemic reasoning within different contexts including the human and natural world.

III. Communication and Citizenship
Students will communicate in an informed manner in the public squares and spheres through which they engage the world by:

a. Using communicative practices (including, but not limited to, reading/writing, listening/speaking, verbal/non-verbal, or using/designing digital communication) as recursive, reflective processes of substantive revision;
b. Exploring and discussing how different modes of communication embody different ways of relating to others;
c. Demonstrating consideration of context, audience, and purpose in the focus of the assigned communicative task(s);
d. Demonstrating consistent use of important conventions particular to a specific discipline and/or communicative task(s), including organization, content, presentation, and stylistic choices;
e. Articulating specific positions (perspectives, theses/hypotheses) that take into account the complexities of an issue and that acknowledge others’ points of view;
f. Articulating conclusions and making persuasive arguments that are logically tied to a range of information, including opposing viewpoints, and in which related outcomes are identified clearly;
g. Using research to develop ideas, ensuring that information is taken from a source (or sources) with enough interpretation/evaluation to develop a coherent analysis or synthesis in which viewpoints of experts are subject to questioning.
IV. Engagement and Citizenship

Students will engage issues of ethics and social justice across cultures and disciplines by:

a. Interpreting ways of seeing ourselves with others in communicative or social actions;

b. Explaining differences in access to power and citizenship among social groups;

c. Communicating diverse perspectives in a coherent and knowledgeable way;

d. Articulating how one might act ethically and responsibly in light of what one has learned.

General Education Structure

Successful completion of courses listed below will enable students to accomplish the general education I — IV outcomes.

Total hours: 39

Next to each outcome are the required hours to be completed for that outcome.

Outcome I. Interpretation and Citizenship: 12 hours

To be able to situate an interpretation within and across fields of study, students shall successfully complete courses in a variety of areas. Each course counted toward general education requirements in Interpretation and Citizenship must have a different prefix, one of which must be RELG, and at least one course must be taken from each of the following four areas:

- **Texts:** (What does the written or spoken text say, and how does it say it?)
  
  - GLEN/HUMA 245. Interpreting Narratives across Cultures and Around the World (prerequisite: LBST 175, 180; corequisite: GLEN 301)
  
  - LITR/RELG 115. Readings in World Literature, Religion, and Citizenship
  
  - LITR 207. Topics in World Literature (prerequisites: LBST 175, 180)
  
  - LITR 247. Topics in British Literature (prerequisites: LBS LBST 175, 180)
  
  - LITR 277. Topics in U.S. Literature (prerequisites: LBST 175, 180)
  
  - LITR 334. Forms and Figures of Literature (prerequisites: LBST 175, 180)
  
  - LITR 356. Literature of the South (prerequisites: LBSTLBST 175, 180)
  
  - LITR 370. Interdisciplinary Approaches to Literature (prerequisites: LBST LBST 175, 180)
  
  - RELG 120. Introduction to Old Testament
  
  - RELG 130. Introduction to New Testament
  
  - RELG 215. Topics in Biblical Studies
  
  - SCLT 201. Search for Meaning (prerequisites: LBST 175, 180)

- **Practices:** (How are socio-cultural practices developed, and what do they mean?)
  
  - COMM 251. Communication and Society (prerequisites: LBST 175, 180)
  
  - HIST 101. Civilization of the Western World I
  
  - HIST 102. Civilization of the Western World II
  
  - HIST 200. Topics in World History (prerequisites: LBST 175, 180)
  
  - 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 (prerequisites: LBST 175, 180)
  
  - HIST 220. Topics in European History (prerequisites: LBST 175, 180)
  
  - HIST 366. The Civil War and Reconstruction (prerequisites: LBST 175, 180)
HIST 367.  The South after Reconstruction (prerequisites: LBST 175, 180)
HIST 368.  Georgia History (prerequisites: LBST 175, 180)
RELG 200.  Topics in the History of Christianity (prerequisites: LBST 175, 180)
RELG 225.  Religion in the United States (prerequisites: LBST 175, 180)

●  Artifacts: (What do material/aural/visual cultural objects mean, and how do they mean it?)
  ARTH 101.  Art Appreciation
  COMM 104.  Understanding Theatre
  COMM 205.  Understanding Cinema (prerequisites: LBST 175, 180)
  HUMA 115.  Interpreting Artifacts Across Cultures and Around the World
  MUSC 150.  Music Appreciation

●  Connections: (How are texts, practices, and artifacts connected, and how do we interpret their inter-relations?)
  HUMA 215.  Interpreting Texts, Practices, and Artifacts Across Cultures and Around the World (prerequisites: LBST 175, 180)
  LBST 250.  Arts and Ideas I: Ancient and Medieval Culture (prerequisites: LBST 175, 180)
  LBST 255.  Arts and Ideas II: Modern Culture (prerequisites: LBST 175, 180)
  PHIL 215.  Foundations of Ethics
  RELG 110.  Introduction to Religion
  RELG 220.  World Religions (prerequisites: LBST 175, 180)
  RELG/SOCI 356.  Sociology of Religion (prerequisites: LBST 175, 180)
  RELG/WGST 320.  Topics in Women, Gender, and Religion (prerequisites: LBST 175, 180)

Outcome II. Explanation and Citizenship: 12 hours
To be able to situate an explanation within and across fields of study, students shall successfully complete courses in a variety of areas. At least one course must be taken in each of the following areas:

●  Scientific Method: (How do we demonstrate the validity of an explanation?)
  SCIE 100.  Methods of Scientific Investigation (prerequisite: MATH 120)

●  Axiomatic Explanation: (How do we logically describe the ordering of relationships in a system, and what are the consequences--theorems--that result from different mathematical orders?)
  MATH 129.  Modeling Function with Graphs and Tables (prerequisite: MATH 120 with a grade of C or better, or adequate mathematics proficiency assessment score)
  MATH 130.  Topics in Precalculus (prerequisite: MATH 120 with a grade of C or better, or adequate mathematics proficiency assessment score)
  MATH 140.  Reasoning, Sense Making and Practical Applications of Mathematical Concepts (prerequisite: MATH 120 with a grade of C or better, or adequate mathematics proficiency assessment score)
  MATH 160.  Investigations in Geometry (prerequisite: MATH 120 with a grade of C or better or adequate mathematics proficiency assessment score)
MATH 220. Applied Statistical Methods (prerequisite: MATH 120 with a Grade of C or better, or adequate mathematics proficiency assessment score)

- Explanations of the Natural World: (How do we explain the workings of the natural world in such a way that we can move toward making reasonable predictions about what will happen?)
  - BIOL 101. Introduction to Biology and Evolution (prerequisite: SCIE 100)
  - BIOL 105. Life Forms and Functions (prerequisite: SCIE 100)
  - BIOL 210. Biology of Diseases (prerequisite: SCIE 100)
  - CHEM 103 & 105. General Chemistry I and Lab
  - CHEM 104 & 106. General Chemistry II and Lab
  - ENVS 210. Physical Aspects of the Environment (prerequisite: SCIE 100)
  - ENVS 215. Environmental Impacts and Living Systems (prerequisite: SCIE 100)
  - PHYS 106. Earth Systems Science (prerequisite: SCIE 100)
  - PHYS 220. Astronomy and the Universe (prerequisite: SCIE 100)
  - PHYS 225. Meteorology (prerequisite: SCIE 100)
  - SCIE 200. Topics in Science (prerequisite: SCIE 100)
  - SCIE 215. Life Systems (prerequisite: SCIE 100)
  - SCIE 220. Physical Systems (prerequisite: SCIE 100)
  - SCIE 230. Introduction to Bioinformatics (prerequisite: SCIE 100)
  - SCIE 250. Applied Forensic Criminalistics (prerequisite: SCIE 100)

- Explanations of the Human World: (How do we explain the interactions of humans in such a way that we can move toward making reasonable predictions about what will happen?)
  - GLEN/SOCI 235. Globalization and Social Change (prerequisite: LBST 175, 180; corequisite: GLEN 301)
  - ORGL 210. Foundations of Leadership
  - PSYC 111. Introduction to Psychology
  - SOCI 111. Introduction to Sociology
  - WGST 210. Women, Gender, and Identity

Outcome III. Communication and Citizenship: 12 hours

To be able to communicate effectively in various public squares and spheres, students shall successfully complete the courses listed in “Public Square”, “Public Sphere”, and one course from “Public Square and/or Sphere”:

- Public Square: (How do we effectively communicate with fellow citizens in the public square?)
  - COMM 171. Introduction to Public Speaking

- Public Sphere: (How do we effectively communicate with fellow citizens in the public sphere?)
  - LBST 175. Academic Writing I
  - LBST 180. Academic Writing II (prerequisite: C or better in LBST 175)

- Public Square and/or Sphere: (including digital communication): (How do we continue to refine our effective participation in public squares and spheres?)
  - COMM 370. Intercultural Communication (prerequisites: LBST 175, 180)
  - GLEN 225. Language in Contact (prerequisites: LBST 175, 180; corequisite: GLEN 301)
INSY 102. Introduction to Digital Communication (prerequisite: Basic key boarding skills or equivalent)

LBST 275. Argument: Social Thought and Citizenship (prerequisites: LBST 175, 180)

LBST 280. Argument: Public Discourse and Citizenship (prerequisites: LBST 175, 180)

Outcome IV. Engagement and Citizenship: 3 hours

To be able to integrate the practices of interpretation, explanation and communication while articulating how best to act in light of what one has learned, students shall successfully complete one of the following courses:

GLEN 301. Globalization and Engagement Practicum (prerequisite: LBST 175, 180; corequisite: GLEN 225; GLEN/SOCI 235; GLEN/HUMA 245)

LBST 302. Studies of Cultures in Contact (60 credits; prerequisites: LBST 175, 180)

LBST 303. Issues of Justice in a Global Community (60 credits; prerequisites: LBST 175, 180)

LBST 305. Globalization and Citizenship (60 credits; prerequisites: LBST 175, 180)

SCLT 304. Ways of Worldmaking (60 credits; prerequisites: LBST 175, 180)

COLLEGE OF PROFESSIONAL ADVANCEMENT ORIENTATION AND STUDENT SUCCESS COURSE

UNIV 110. The Culture of the University course is designed to provide a foundation for student success in the College of Professional Advancement. The course is designed to orient students to the academic expectations, academic programs, and academic support services of the College and the University.

UNIV 110. The Culture of the University                                    3 credit hours
(Required course for all College of Professional Advancement undergraduate students)

Students in this course will demonstrate knowledge of the history, traditions, protocol, and demands associated with the participation in the academic community of Mercer University. Students as adults-in-college will develop effective skills and strategies for succeeding in college, and will learn to access human and technological resources to assist in learning. This course 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. Exceptions to this schedule and to the course requirement will only be made with permission of the dean or associate dean.

Student Learning Outcomes:

At the end of the course, students will be able to:

- Demonstrate basic habits that contribute to their capacity to read, write, think, listen, and to reason quantitatively on a level consistent with college academic work.
- Demonstrate effective use and application of technology, including Canvas, MyMercer, Mercer library, and related academic technology.
- Identify and apply basic skills that facilitate library research.
- Demonstrate use of style guides for research papers and other projects.
• Articulate life-management skills and basic study skills necessary for college success.
• Demonstrate the ability to locate and apply Mercer University academic policies and procedures outlined in the Mercer University Catalog.
• Demonstrate the ability to access and use Mercer University’s student support systems -- Career Services, ARC, Bearlink, Wellness, etc.
• Identify crucial components of Mercer University’s organizational structure, culture and history.
• Demonstrate the ability to practice ethical decision-making, including application of the Mercer Honor Code.

All new students entering the College of Professional Advancement are required to complete this course successfully.

FOUNDATIONS FOR LIBERAL STUDIES (FDLS)

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.

Four courses comprise the foundations for liberal studies:

FDLS 115. Introductory Algebraic Procedures for Problem-Solving
           (students enrolled in FDLS 115 must receive a grade of C or better in order to register for MATH 120.)
*FDLS 130. Language and Communication (students enrolled in FDLS 130 must receive a grade of C or higher to register for LBST 175 and 180.)
FDLS 150. Principles of Self-Renewal
FDLS 170. Fundamentals of Research Methods

UNIV 110, FDLS 115 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 College of Professional Advancement administrator. The Director of Undergraduate 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.
Mission Statement

The Department of Human Services and Psychology offers an undergraduate program in human services, and minors in human services and applied psychology in the Regional Academic Centers and online. An undergraduate program in psychology is offered on the Atlanta campus and online. A master's degree in human services is offered at the Henry County Regional Academic Center.

The Human Services and Psychology Department maintains a commitment to student learning:

- Through effective teaching, service, and research;
- By striving to facilitate critical thinking and a life-long interest in learning;
- By establishing an environment of intellectual and spiritual freedom that encourages compassion, understanding, and responsibility;
- By offering a set of graduate and undergraduate programs to meet the needs of students interested in the fields of human services and psychology.

Department Goals

- To create an environment that facilitates the development of critical-thinking skills by utilizing a number of teaching approaches that promotes active analysis and synthesis of various concepts and material.
- To develop a knowledge base and skill set that enable students to interact in a multicultural society by emphasizing the relationship between theory and practice.
- To cultivate a community of learning characterized by high ethical standards and an understanding of diversity.
- To provide and promote academic programs that will respond effectively to professional communities.
- To provide and encourage opportunities for faculty development in consultation, teaching, service, and research.
- To integrate the principles and theories of human services and psychology in an applied setting.
HUMAN SERVICES

Marna L. Burns, Program Coordinator/Associate Professor
Kyra L. Osmus, Professor Emerita
Priscilla R. Danheiser and Laurie L. Lankin, Professors
Nadia G. Barnett, Steve N. Hamilton, Kristina M. Henderson, Gail W. Johnson, Cameron A. Miller, Merrin Oliver, and Dina M. Schwam, Assistant Professors

Consistent with the mission of Mercer University and College of Professional Advancement, the Human Services Program offers undergraduate learning opportunities for adults who seek service roles in their communities, the skills and knowledge for making a difference, and lives that have meaning and purpose.

Student Learning Outcomes

Upon completion of the Bachelor of Science degree in Human Services, students will be able to:

- Demonstrate the ability to respect and work with clients in a nonjudgmental manner.
- Demonstrate the ability to work with clients in a moral and ethical way.
- Demonstrate competence in using the best practices of the profession, with an emphasis on client-centered mental health practices, case management skills, and problem-solving.

Human Services is an interdisciplinary study that prepares students to work as generalists in the field of social services. The human services professional is dedicated to the goal of helping clients become self-sufficient through teaching problem-solving, using case management skills, and using client-centered mental health practices. Human services majors take 30 hours of core classes for the major and select one of five 12 hour concentrations (mental health services, social services, substance abuse services, family services, or gerontology services), each designed to help the student focus on a career of service delivery in specific kinds of settings.

A copy of the Human Services Handbook, which contains information about admissions, continuation, completion, and dismissal standards, is available from the faculty advisor or Canvas site for Human Services majors.

HUMAN SERVICES

B.S. Degree

120 Semester Hours

Human services majors take 30 hours of core classes for the major and 12 hours from one of the following concentrations: mental health services, social services, substance abuse services, family services, or gerontology services.

Requirements*

Prerequisites

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 111</td>
<td>Introduction to Psychology</td>
</tr>
<tr>
<td>SOCI 111</td>
<td>Introduction to Sociology</td>
</tr>
</tbody>
</table>

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

Core in Major................................................................................. 30 hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSRV 202.</td>
<td>Introduction to Human Services</td>
</tr>
<tr>
<td>HSRV 230.</td>
<td>Introduction to Interpersonal Relations</td>
</tr>
<tr>
<td>HSRV 256.</td>
<td>Introduction to Research Methods for Social Sciences</td>
</tr>
<tr>
<td>HSRV 306.</td>
<td>Applied Research Methods for Social Sciences</td>
</tr>
</tbody>
</table>

COLLEGE OF PROFESSIONAL ADVANCEMENT / 151
HSRV 370. Case Management
HSRV 380. Grant Proposal Development
HSRV 401. Multicultural Issues
HSRV 475. Internship
PSYC 227. Lifespan Development
SOCI 200. Social Problems

A. Mental Health Services Concentration ............................................... 12 hours
HSRV 330. Conflict Resolution
PSYC 360. Psychopathology
PSYC 361. Group Process and Practice
PSYC 365. Current Psychotherapies

B. Social Services Concentration ............................................................. 12 hours
HSRV 340. Social Welfare Policy
HSRV 381. Advanced Grant Proposal Development
ORGL 330. Budgeting for Nonfinancial Leaders
ORGL 355. Leadership in Nonprofit Organizations

C. Substance Abuse Services Concentration ........................................... 12 hours
HSRV 311. Substance Abuse
HSRV 316. Methods of Substance Abuse Treatment
HSRV 330. Conflict Resolution
PSYC 361. Group Process and Practice

D. Family Services Concentration .............................................................. 12 hours
HSRV 350. Family and the Court System
HSRV 365. Dynamics of Family Violence
PSYC 225. Prenatal through Adolescent Development
SOCI 255. The Family

E. Gerontology Services Concentration .................................................... 12 hours
HSRV 340. Social Welfare Policy
HSRV 415. Older Adults in the 21st Century
HSRV 350. Family and the Court System
PSYC 226. Adult Development

Electives .......................................................................................................... 39 hours
TOTAL ........................................................................................................... 120 hours

*Students must earn a “C” or better in PSYC 111 and SOCI 111.
*Students must earn a “C” or better in the courses in the General Education Communication and Citizenship area to continue in the human services major.

Mental Health Services Concentration
Students in the Mental Health Services concentration learn the major categories of behavior pathology, the major theoretical systems of psychotherapy, and effective communication for working with clients who suffer from mental illness.

Student Learning Outcomes

• Students will demonstrate an understanding of the types of mental disorders, current diagnostic methods, and the use of the DSM5.
• Student will describe the major theories of psychotherapy and the populations best served by the strength of each theory.
• Students will demonstrate proficiency in confrontational communication skills.
• Students will articulate the stages of group development and the use of various types of groups in the field of human services.
Social Services Concentration

Students in the Social Services concentration learn to lead social services agencies with an understanding of budgeting and funding issues.

Student Learning Outcomes

• Students will demonstrate an understanding of social change policy and the role of social research in policy-making decisions.
• Students will demonstrate the ability to research and develop a grant proposal.
• Students will describe the roles of leaders and governing boards in nonprofit organizations, including budgeting and funding issues.

Substance Abuse Services Concentration

Students in the Substance Abuse Services concentration learn the major classes of psychoactive substances, their effects on individual functioning, treatment options, and effective communication for working with clients who suffer from substance abuse.

Student Learning Outcomes

• Students will describe the major categories of psychoactive substances, their effects on individuals, withdrawal issues, and the treatment models that have been developed.
• Students will demonstrate proficiency in confrontational communication skills.
• Students will describe the stages of group development and the use of various types of groups in the field of substance abuse treatment.

Family Services Concentration

Students in the Family Services concentration learn to work directly with families in areas such as child custody, child foster care, adoption, and family interactions with the court system.

Student Learning Outcomes

• Students will describe court issues involving families.
• Students will demonstrate an understanding of family dynamics including the types and consequences of family violence and strategies for dealing with violence in the family.
• Students will apply the theories and models of development to service delivery for children and adolescents.

Gerontology Services Concentration

Students in the Gerontology Services concentration learn to work with clients aged 65 years and over in human services agency settings.

Student Learning Outcomes

• Students will demonstrate an understanding of social change policy and the role of social research in policy-making decisions.
• Students will apply the theories and models of aging to service delivery for older adults.
• Students will describe court issues involving older adults.
Grade Requirements

A student seeking a major in human services must maintain a cumulative grade point average of 2.75 in the courses required in the major to qualify for graduation. A student may not have a grade lower than a C in any course required for the major and in the communication area of the general education core. The S/U grading option may not be elected for any course in the major, other than the field services practicum and the internship.

Internships

Students should get a copy of the Internship Handbook, which includes both the needed forms and a detailed account of the requirements, from the Canvas site for Human Services majors.

A student must have senior status before applying to take the human services internship. Prior to the deadline published in the Internship Handbook the student must have the internship site approved by his/her faculty advisor.

Internships will be completed during the first session of fall, spring, or summer semesters. Students must complete 3 credit hours of human services internship. Students may take a maximum of 6 internship hours while earning their undergraduate degree.

A 3 credit hour internship requires 15 hours per week at the internship site or a total of 120 hours at the internship site during the session. Exceptions to the above may be made only with the approval of the student’s faculty advisor and department chair.

Professional Certificate in Rehabilitation Services

The 18 credit hour career pathways undergraduate Professional Certificate in Rehabilitation Services is designed to prepare students to support middle- and high-school aged individuals with disabilities to explore employment and to begin the process of creating their individual career paths. Recipients of the certificate will have the capacity to encourage increased confidence and vocational exploration among the targeted population. Students completing the certificate will be able to demonstrate 21st century strength-based disability awareness; knowledge of post-secondary education and vocational training; admissions policies and procedures; guidance and motivational interviewing skills; knowledge of vocational assessments, case management and database skills; knowledge of the labor market, community partners, and employment models; knowledge of family systems; and knowledge of child and adolescent development.

Admission Requirements

Certificate students must be admitted to Mercer and have the course prerequisites or a bachelor’s degree in a related field (Human Services, Psychology, or Sociology). The initial admission requirements for non-degree-seeking applicants are the same as those outlined for entering freshmen or transfer students. Non-degree-seeking, certificate-only students will not qualify for federal financial aid. Certificates completed as part of a degree-seeking program will be awarded at the same time as the degree.

Prerequisite waiver requests for SOCI 111 (Introduction to Sociology) and/or PSYC 111 (Introduction to Psychology) for students with a bachelor’s degree in a related field will be evaluated by the Human Services and Psychology Department. Refer to the Human Services Handbook for pre-requisite waive criteria. There will be no waivers of the prerequisite requirements of LBST 175, 180 or equivalent and HSRV 202 Introduction to Human Services or the introductory course in a related major.

Note: Students admitted without the prerequisite courses or approved waivers of pre-requisite coursework must complete those prerequisites in order to begin the certificate.
Certificate Courses:

- PSYC 225. Prenatal through Adolescent Development
- HSRV 370. Case Management
- HSRV 230. Introduction to Interpersonal Relations
- SOCI 255. The Family
- HSRV 326. Disability Awareness in the 21st Century
- HSRV 327. Career Development and Employment Models

A minimum of four courses in the Certificate must be completed at Mercer.

Grade Requirements

A student may not have any grade lower than a C in any course required for the certificate. The S/U grading option may not be elected for any required course in the certificate.

Student Learning Outcomes

Students completing the certificate will be able to demonstrate the following:

- Knowledge of post-secondary education and vocational training options, current disability, legislations, and environmental barriers to rehabilitation.
- Guidance and motivational interviewing skills.
- Knowledge of vocational assessments, case management and database skills.
- Knowledge of the labor market, community partners, and employment models.
- Knowledge of family systems.
- Knowledge of child and adolescent development.

MINORS

Applied Psychology

18 Semester Hours

Requirements

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

Applied Psychology Minor Student Learning Outcomes

Upon completion of the Minor in Psychology, students will be able to:

- Demonstrate an understanding of psychological research and assessment methods.
- Identify prominent psychological theories.
- Demonstrate an understanding of the basics of life-span development.

Psychology courses used for a student’s major or to meet general education requirements may not be used toward a psychology minor. Six credit hours of 300-400 level courses must be completed at Mercer University.

Human Services

18 Semester Hours

Requirements

- HSRV 202. Introduction to Human Services .................................................. 3 hours
- 5 additional HSRV courses ........................................................................... 15 hours
Human Services Minor Student Learning Outcomes

Upon completion of the Minor in Human Services, students will be able to:

- Demonstrate an understanding of the human services field
- Identify key issues in using the best practices of the profession
- Describe ethical and moral approaches to working with clients

Human services courses used for a student’s major may not be used toward a human services minor. Six credit hours of 300-400 level courses must be completed at Mercer University.

Accelerated Special Consideration Program

Students wishing to combine their Human Services Bachelor of Science degree with their Human Services Master of Science degree may elect to apply with their faculty advisor for Accelerated Special Consideration Program (ASCP) Status. To qualify for the accelerated program, a student must have completed a minimum of 90 credit hours with at least 30 of those credit hours earned from Mercer. The student must have completed the following undergraduate human services courses: HSRV 202, HSRV 230, HSRV 256, HSRV 370, PSYC 227, and SOCI 200. The student must also have a cumulative grade point average of 3.25 or higher, have withdrawn from no more than two courses, have completed LBST 175 and LBST 180 or equivalent, and be in good standing with the University. Upon acceptance into the accelerated program, students will be permitted to complete the following two graduate courses only in lieu of the bachelor level course equivalents:

1. HSRV 604. Grantmaking for HSRV 380. Grant Proposal Development
2. HSRV 608. Qualitative and Quantitative Research Methods for HSRV 306. Applied Research Methods for Social Science

Students accepted into the accelerated program must maintain a cumulative GPA of 3.25, remain in good standing with the College, and pass both graduate level courses with a grade of C or better. Any additional graduate level courses have the Bachelor of Science degree as a prerequisite.

PSYCHOLOGY

Cameron A. Miller, Program Coordinator/Assistant Professor
Priscilla R. Danheiser, Professor
Marna L. Burns, Associate Professor
Merrin Oliver and Dina M. Schwam, Assistant Professors

Consistent with the mission of Mercer University and College of Professional Advancement, the Psychology program offers undergraduate learning opportunities for adults who seek to discover and develop fully their unique combination of talents and gifts by exploring the field of psychology. Students learn to think critically about the science of psychology and its practice as they develop a working knowledge of psychology’s content domains.
Student Learning Outcomes

Upon completion of the Bachelor of Science degree in Psychology, students will be able to:

- Describe key concepts, principles, and overarching themes in psychology; develop a working knowledge of psychology’s content domains; and describe applications of psychology.

- Use scientific reasoning to interpret psychological phenomena; demonstrate psychology information literacy; engage in innovative and integrative thinking and problem solving; interpret, design, and conduct basic psychological research; and incorporate sociocultural factors in scientific inquiry.

- Apply ethical standards to evaluate psychological science and practice; build and enhance interpersonal relationships; and adopt values that build community at local, national, and global levels.

- Demonstrate effective written communication and effective presentation skills for different purposes; and interact effectively with others.

- Apply psychological content and skills to career goals; exhibit self-efficacy and self-regulation; refine project-management skills; enhance teamwork capacity; and develop meaningful professional direction for life after graduation.

Bachelor of Science in Psychology

120 Semester Hours

Requirements*

Prerequisites

- MATH 220. Applied Statistical Methods
- PSYC 111. Introduction to Psychology
- SCIE 100. Methods of Scientific Investigation

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

Core in Major .................................................................................................. 27 hours

- PSYC 210. History and Systems of Psychology
- PSYC 215. Cognitive Psychology
- PSYC 227. Lifespan Development
- PSYC 299. Careers in Psychology
- PSYC 315. Research Methods I
- PSYC 316. Research Methods II
- PSYC 333. Social Psychology
- PSYC 360. Psychopathology
- PSYC 498. Capstone Research Project

Electives in the Major ......................................................................................... 12 hours

Choose 4 courses from the following electives:

- PSYC 225. Prenatal through Adolescent Development
- PSYC 226. Adult Development
- PSYC 275. Learning and Behavior
- PSYC 361. Group Process and Practice
- PSYC 365. Current Psychotherapies
- PSYC 371. Psychology of Women
- PSYC 373. Psychology of Men
- PSYC 380. Forensic Behavior
- PSYC 388. Human Sexuality
- PSYC 390. Special Topics
PSYC 395. Independent Study in Psychology

Electives ........................................................................................................... 42 hours
TOTAL ........................................................................................... 120 semester hours

*Students must earn a “C” or better in MATH 220, PSYC 111, and SCIE 100.
*Students must earn a “C” or better in LBST 175, 180 to enter or continue in the psychology major.

Grade Requirements

A student seeking a major in psychology must maintain a cumulative grade point average of 2.75 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.

DEPARTMENT OF LEADERSHIP STUDIES

Lynn W. Clemons, Chair/Associate Professor
Laurie L. Lankin and Richard H. Martin, Professors
Stephen E. Ruegger and V. Lynn Tankersley, Associate Professors
Gail W. Johnson and Kevin B. Williams, Assistant Professors
Jacqueline S. Stephen, Instructor

Leadership is the ability to inspire confidence and support among the people who are needed to achieve organizational goals. As such, the mission of the Department of Leadership Studies is to help students learn to think more effectively as leaders. To achieve this goal, students generate and evaluate empirical evidence while considering theoretical perspectives of the discipline. Students actively engage with a rigorous academic program that includes comprehensive coursework, leadership projects, internships, and student-faculty research. Ultimately, and in an ethical manner, our students will contribute to the knowledge base of leadership and apply leadership principles to everyday life.

The Department of Leadership Studies offers major programs in organizational leadership, criminal justice leadership, healthcare leadership, human resources administration and development, and minors in public safety and human resources administration and development in the Regional Academic Centers. The undergraduate major in healthcare leadership is offered at the Henry County Regional Academic Center. The undergraduate major in human resources administration and development is offered in Douglas and Henry counties. The undergraduate majors in organizational leadership and criminal justice leadership are also offered on the Atlanta Campus. The undergraduate major in criminal justice leadership and homeland security and emergency management are offered online. A Master of Science degree program in organizational leadership is offered on the Atlanta and Macon campuses and in Henry County. A Master of Science degree program in criminal justice and public safety leadership is offered online.

Operational Outcomes

• Faculty will engage in appropriate scholarly and professional activities on an annual basis.
• Faculty will continue to develop and implement the assessment and evaluation processes of each program’s curriculum.
• Students will graduate in a timely manner.
Faculty will provide effective academic advising to its students.

**Student Learning Outcomes**

Upon completion of a major in the Department of Leadership Studies, students will be able to:

- Conceptualize and rework problems, and to generate solutions to those problems that open up new worlds of knowledge.
- Analyze and define issues.
- Develop an appreciation for multiple viewpoints.
- Generate well-crafted arguments.
- Find useful information, ideas, concepts, and theories, to synthesize them and build on them, and to apply them in the workplace as well as personal life.
- Analyze options and outcomes for decisions in terms of their values and effects and to make decisions that are rational, legal, and ethical.
- Read, write, and speak effectively; make presentations that are persuasive and engaging; and argue to powerful effect.
- Think deeply about their lives, their goals, and the importance of learning to learn in meeting leadership challenges by becoming lifelong learners.

**Department Goals**

- To develop the capacity for critical thinking related to analytic and critical written expression and effective verbal communication.
- To encourage professionalism and opportunities for undergraduate participation in leadership, which allows for meaningful participation in professional events and activities of their discipline.
- To encourage the development of attitudes and predispositions among students that contributes to effective and responsible leadership and citizenship and to foster healthy maturation and self-growth more generally.
- To provide the opportunity for engagement with classic and contemporary knowledge, issues, research, questions, and problems related to leadership effectiveness in specific professions.
- To develop ethical reasoning related to leadership.

**CRIMINAL JUSTICE LEADERSHIP**

V. Lynn Tankersley, *Program Coordinator/Associate Professor*

Richard H. Martin, *Professor*

Stephen E. Ruegger, *Associate Professor*

The Bachelor of Science, Criminal Justice Leadership program is designed to develop in students the ability to think critically, the ability to make ethical decisions, and the ability to act ethically and professionally within the field of criminal justice. The program strives to produce in its graduates a commitment to and enthusiasm for life-long learning. Graduates of the criminal justice leadership program are able to demonstrate deep knowledge and understanding of the philosophical, theoretical, and structural aspects of the criminal justice system. The curriculum incorporates field experiences through which
students can connect theory with practice and through which they can explore and gain greater understanding of the criminal justice system at work.

**Student Learning Outcomes**

Students will be able to:

- Solve ethical dilemmas arising in the criminal justice system
- Develop and defend positions on current issues in criminal justice
- Evaluate and apply theories of criminal behavior
- Dramatize effective interpersonal communication and leadership skills
- Carry out a research project
- Assess, construct, and critique options and solutions to crisis situations

**B.S. Degree, Criminal Justice Leadership**

**120 Semester Hours**

**Prerequisites**

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

**General Education Requirements**

- 39 hours

**Core in Major**

- 36 hours

- COMM 350. Organizational Communication
- CRJS 260. Introduction to Criminal Justice
- CRJS 305. Contemporary Policing
- CRJS 350. Theoretical Forensic Criminalistics
- CRJS 359. The Judicial Process
- CRJS 368. Victimology
- CRJS 380. Forensic Behavior
- CRJS 470. Field Experience
- CRJS 498. Senior Seminar
- ORGL 210. Foundations of Leadership
- ORGL 380. Applied Research Methods
- PSFT 435. Ethics and Public Safety

**Electives in the Major**

- 6 hours

Choose two of the following courses:

- CRJS 315. Supervision in Criminal Justice
- CRJS 361. Criminal Offender
- CRJS 390. Special Topics in Criminal Justice
- CRJS 393. Cybercrime
- CRJS 401. Issues in Interpersonal Violence

**Electives**

- 39 hours

**TOTAL**

- 120 semester hours

**NOTE:** Criminal justice leadership majors who have less than two years of professional experience in the criminal justice/public safety field must take 3 credit hours of CRJS 470. The student's advisor will determine the applicability of this requirement. An additional 3 hours of CRJS 470 may be taken as an elective. Students with two or more years of professional experience in criminal justice/public safety may take CRJS 470 as elective hours to a maximum of 6 credit hours. All students must 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 1. CRJS 470 requires 15 hours per week at the field experience site. Exceptions the above may be made only with the approval of student’s faculty advisor.

**Grade Requirements**

A student seeking a major in the criminal justice leadership 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 other than CRJS 470 and 498.

**HEALTHCARE LEADERSHIP**

Kevin B. Williams, Associate Program Coordinator/Assistant Professor
Lynn W. Clemons and Sabrina L. Walthall, Associate Professors

The Bachelor of Science, Healthcare Leadership is designed to prepare students to take future leadership roles and responsibilities in healthcare. The program provides students the opportunity to develop skills and knowledge to work in multidisciplinary teams with stakeholders in various healthcare settings. Students will develop their capacity for professional transition and advancement in their chosen career field, such as organizational leadership, health informatics, human resources, communication, public safety, and human services.

**Student Learning Outcomes**

Students will be able to:

- Articulate how human physiology and diseases impact overall health and wellness.
- Effectively acquire, organize and employ resources committed to healthcare systems.
- Effectively contribute to the innovative nature of healthcare systems.
- Apply healthcare leadership concepts and coordination of multidisciplinary teams in a variety of settings.

**General Requirements for the Degree**

The Bachelor of Science in Healthcare Leadership is a 120 credit hour program consisting of 39 hours in general education, 36 hours of free electives, 9 hours in a specialization and 36 hours in the major. Students may not earn any grades lower than a C in any courses in the major. Students must attain an overall grade point average of 2.5 to qualify for graduation.

**B.S. in Healthcare Leadership**

**120 Semester Hours**

**Prerequisites**

ORGL 210. Foundations of Leadership
MATH 220. Applied Statistical Methods

**General Education Requirements** ................................................................. 39 hours

**Core in Major** ............................................................................................ 36 hours

BIOL 210. Biology of Diseases
BIOL 245. Human Anatomy and Physiology I
BIOL 245L. Human Anatomy and Physiology I Lab
BIOL 246. Human Anatomy and Physiology II
BIOL 246L. Human Anatomy and Physiology II Lab
BIOL 256. Microbiology for Allied Health
BIOL 256L. Microbiology for Allied Health Lab
COMM 350. Organizational Communication
HSCL 310. Leadership in Healthcare Systems
HSCL 350. Healthcare Policy, Law, and Ethics
HSCL 498. Senior Capstone Experience
INFM 405. Research Methods and Project Planning Management
or
ORGL 380. Applied Research Methods
NUTR 206. Nutrition
ORGL 330. Budgeting for Nonfinancial Leaders

Specializations ..................................................................................... 9 hours

A. Organizational Leadership
ORGL 320. Human Behavior in Organizations
ORGL 445. Dimensions of Servant Leadership
ORGL 470. Organizational Development and Change

B. Health Informatics
INFM 205. Survey of Health Informatics
INFM 225. Health Informatics Standardization
INFM 335. Basic Biostatistics, Health Data Processing, And Literature Evaluation

C. Human Resources
HRAD 245. Introduction to Human Resources
HRAD 250. Introduction to Training and Development
HRAD 350. Principles of Adult Learning and Development

D. Communication
COMM 251. Communication and Society
COMM 255. Virtual Working Group Communication
COMM 260. Interpersonal Communication

E. Public Safety
PSFT 365. Introduction to Homeland Security and Emergency Management
PSFT 375. The Effects of Disaster on Society
PSFT 380. Intelligence Gathering and Dissemination

F. Human Services
HSRV 202. Introduction to Human Services
HSRV 230. Introduction to Interpersonal Relations
HSRV 330. Conflict Resolution and Problem Solving

Electives .................................................................................................. 36 hours
TOTAL ................................................................................................. 120 semester hours
The Bachelor of Science, Homeland Security and Emergency Management program is designed to provide students a strong foundation of knowledge regarding current issues facing various public safety entities including: homeland security and emergency response. The degree is targeted towards adult learners who may or may not be working in the field of homeland security and emergency response and provides students the opportunity for service-based learning. In addition, the coursework assists students in developing critical thinking skills regarding important issues in public safety. Finally, the degree aims to develop students’ leadership skills and abilities to communicate effectively and efficiently in various high-risk situations.

**Student Learning Outcomes**

Students will be able to:

- Develop and defend positions on current issues in homeland security and emergency management.
- Dramatize effective interpersonal communication and leadership skills.
- Design policies and procedures geared towards responding to national security threats.
- Apply critical decision making skills to determine how to inform and manage public responses to critical incidents.
- Distinguish how the various components of the public safety system interact.

**B.S. Degree in Homeland Security and Emergency Management**

**120 Semester Hours**

**Prerequisites**

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

**General Education Requirements**

- **39 hours**

**Core in Major**

- **36 hours**

- COMM 350. Organizational Communication
- CRJS 305. Contemporary Policing
- CRJS 380. Forensic Behavior
- ORGL 210. Foundations of Leadership
- ORGL 380. Applied Research Methods
- PSFT 370. Terrorism
- PSFT 375. The Effects of Disaster on Society
- PSFT 380. Intelligence Gathering and Dissemination
- PSFT 435. Ethics and Public Safety
- PSFT 470. Field Experience
- PSFT 498. Senior Seminar

**Electives in the Major**

- **6 hours**

Choose two of the following courses:

- CRJS 393. Cybercrime
DGTF 390. Digital Forensics I
DGTF 490. Digital Forensics II
ORGL 330. Budgeting for Nonfinancial Leaders
PSFT 390. Special Topics in Public Safety

Electives .................................................................................................................. 39 hours
TOTAL ................................................................................................. 120 semester hours

NOTE: Homeland security and emergency management majors who have less than two years of professional experience in the homeland security and emergency management/public safety field must take 3 credit hours of PSFT 470. The student’s advisor will determine the applicability of this requirement. An additional 3 hours of PSFT 470 may be taken as an elective. Students with two or more years of professional experience in homeland security & emergency management/public safety may take PSFT 470 as elective hours to a maximum of 6 credit hours. All Students must have junior status to be eligible to apply for PSFT 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 1. PSFT 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 advisor.

Grade Requirements

A student seeking a major in homeland security and emergency management 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.

Human Resources Administration and Development

Laurie L. Lankin, Program Coordinator/Professor
Lynn W. Clemons, Associate Professor
Jacqueline Stephen, Instructor

The Bachelor of Science in Human Resources Administration and Development is designed to offer students in the Regional Academic Centers a career path in human resources functions in such workplaces as government and non-profit agencies, corporate organizations, healthcare facilities, and adult educational institutions. The major will ground student learning with an understanding of human behavior, particularly as related to work, and will provide them with exposure to the skills and competencies which will allow them to carry out essential human resources functions which can benefit both individuals and organizations. The structure of the major combines a broad liberal arts foundation, a comprehensive set of human resources core courses, and the choice of a concentration in either Administration or Training and Development. The foundation in psychology, sociology, communication, and critical thinking will assist students in applying research in the field to diverse populations and settings. The coursework is designed to meet the competencies deemed crucial for effectiveness in the field.

Student Learning Outcomes

Upon completion of the program of study in human resources administration and development, students will be able to demonstrate:

- Effective writing, speaking, critical thinking, and analytic skills.
• An understanding of human behavior, active listening, workplace-human interaction, and an appreciation of diversity and multicultural issues.

• Knowledge of the basic principles of human resource administration, training and development components, program evaluation, and organizational development and change.

**HUMAN RESOURCES ADMINISTRATION AND DEVELOPMENT**

**B.S. Degree**

**120 Semester Hours**

**Prerequisites**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>MATH 220</td>
<td>Applied Statistical Methods</td>
</tr>
<tr>
<td>PSYC 111</td>
<td>Introduction to Psychology</td>
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<tr>
<td>SOCI 111</td>
<td>Introduction to Sociology</td>
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**General Education Requirements**

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Hours</th>
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<tbody>
<tr>
<td></td>
<td>39</td>
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**Core in Major**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>COMM 350</td>
<td>Organizational Communication</td>
</tr>
<tr>
<td>HRAD 245</td>
<td>Introduction to Human Resources</td>
</tr>
<tr>
<td>HRAD 250</td>
<td>Introduction to Training and Development</td>
</tr>
<tr>
<td>HRAD 305</td>
<td>Assessment and Evaluation</td>
</tr>
<tr>
<td>HRAD 325</td>
<td>Diversity in the Workplace</td>
</tr>
<tr>
<td>HRAD 495</td>
<td>Capstone Experience</td>
</tr>
<tr>
<td>HSRV 230</td>
<td>Introduction to Interpersonal Relations</td>
</tr>
<tr>
<td>ORGL 320</td>
<td>Human Behavior in Organizations</td>
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<tr>
<td>ORGL 470</td>
<td>Organization Development and Change</td>
</tr>
<tr>
<td>PSYC/SOCI 333</td>
<td>Social Psychology</td>
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</table>

**Concentrations**

**A. Administration Concentration**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRAD 315</td>
<td>Workplace Law and Relations</td>
</tr>
<tr>
<td>HRAD 335</td>
<td>Employee Compensation and Benefits</td>
</tr>
<tr>
<td>HRAD 470</td>
<td>Ethics in Human Resources Administration</td>
</tr>
<tr>
<td>INFM 110</td>
<td>Introduction to Informatics</td>
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<td>or</td>
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<tr>
<td>INFM 301</td>
<td>Issues in Technology Management</td>
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<tr>
<td>ORGL 330</td>
<td>Budgeting for Nonfinancial Leaders</td>
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</table>

**B. Training and Development Concentration**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>HRAD 350</td>
<td>Principles of Adult Learning and Development</td>
</tr>
<tr>
<td>HRAD 365</td>
<td>Instructional Design and Delivery Strategies I: Material Development</td>
</tr>
<tr>
<td>HRAD 375</td>
<td>Instructional Design and Delivery Strategies II: Organizing Training</td>
</tr>
<tr>
<td>HRAD 385</td>
<td>Instructional Design and Delivery Strategies III: E-learning</td>
</tr>
<tr>
<td>INFM 202</td>
<td>Graphics and Interface Design</td>
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<td>or</td>
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<tr>
<td>INFM 212</td>
<td>Web Development</td>
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<td>or</td>
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<tr>
<td>INFM 322</td>
<td>Introduction to Multimedia and Web Design Tools</td>
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</table>

**Electives**

<table>
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<th>Hours</th>
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<td>36</td>
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**TOTAL**

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<tr>
<th>Hours</th>
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<td>120</td>
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</table>
* Students must have completed COMM 171, INSY 102, and LBST 175, 180 with a “C” or better to take required courses. All courses in the major other than HRAD 496, which is a satisfactory/unsatisfactory course, must be taken for a letter grade and must be passed with a “C” or better.

**Administration Concentration**

This concentration is designed to prepare students with exposure to the broad areas of the work done by professionals in human resources. Besides developing competency in the major core, which includes developing active listening and interpersonal relations skills, the ability to identify and contribute to communication patterns, an appreciation for diversity in the workplace, being able to identify the elements needed for organizations to adapt to change and skills in evaluating the efficacy of programs and policies, this concentration will provide students with experiences to enhance their ability to:

- Identify the ethical considerations of human resources practices and apply critical thinking to analyze responses to them.
- Recognize crucial legislation related to the workplace and develop strategies to stay current with it.
- Evaluate the impact of pay and compensation on workers, including the link to performance and motivation.
- See the relationship between technology and various human resources systems.
- Construct a budget based on accepted principles and determine the importance of allocation of resources.

**Training and Development Concentration**

This concentration is designed to prepare students with exposure to the broad areas for the work done by professionals in the training and development of workers, clients, and students. Besides developing competency in the major core, which includes developing active listening and interpersonal relations skills, the ability to identify and contribute to communication patterns, an appreciation for diversity in the workplace, being able to identify the elements needed for organizations to adapt to change and skills in evaluating the efficacy of programs and policies, this concentration will provide students with experiences to enhance their ability to:

- Identify research in the field of adult development, including being able to interpret the particular learning needs and preferences.
- Diagnosing learning outcomes for employee development and selecting strategies to apply learning principles in the delivery of training.
- Creating strategies to make effective oral, written and electronic presentations.
- Facilitating group leadership skills and approaches to mentor and/or coach others.
- Organize and deliver learning experiences to persons electronically.

**Grade Requirements**

A student seeking a major in human resources administration and development 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 other than the Capstone Experience.
Minor in Human Resources Administration and Development

18 Semester Hours

Requirements

HRAD 245. Introduction to Human Resources ........................................3 hours
HRAD 250. Introduction to Training and Development ..........................3 hours
4 additional HRAD courses all of which are 300-level or above..................12 hours

ORGANIZATIONAL LEADERSHIP

Lynn W. Clemons, Program Coordinator/Associate Professor
Gail W. Johnson and Kevin B. Williams, Assistant Professors

Organizational Leadership

B.S. Degree

120 Semester Hours

The Bachelor of Science (B.S.), Organizational Leadership is offered at the Regional Academic Centers in Douglas County and Henry County and on the Atlanta and Macon campuses. The program is designed to give students the opportunity to develop the skills needed to be an effective leader in team and group settings within organizations. It is intended to help students move from an authoritarian paradigm to one of collaboration and integration. The program prepares students to lead others effectively and to identify innovative solutions to challenges in a variety of professional settings, including the nonprofit, public, healthcare, military, and technology sectors. No more than 25% of the total number of hours for the Organizational Leadership Program can consist of business or businesses related course work.

General Requirements for the Degree

The Bachelor of Science in Organizational Leadership is a 120 credit hour program consisting of 39 hours in general education, 42 hours of free electives, and 39 hours in the major. The 39 hours in the major include 24 semester hours of organizational leadership core course; 9 semester hours in a selected concentration (Civic Engagement and Community Leadership, Change Leadership, Communication for a Global Society, and Women and Leadership), and 6 hours from the major electives.

Student Learning Outcomes:

• Students will demonstrate goal setting strategies through the development of a personal leadership action plan.
• Students will be able to articulate a personal philosophy of leadership to lead by example by answering the question, “Should anyone be led by me?”
• Students will be able to apply research and statistical techniques to improve problem solving and decision making.
• Students will analyze organizational situations using ethical approaches to decision making.
• Students will employ leadership theories in a variety of leadership situations.

Curriculum

The interdisciplinary social science focus of the Organizational Leadership program provides professionals 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. Students may not earn any grades lower than
C in any courses in the major and may not take any course on an S/U basis. Students must attain an overall grade point average of 2.5 to qualify for graduation.

**B.S. Degree Requirements** ............................................................ 120 hours

**A. General Education** .......................................................................................................................... 39 hours

MATH 220 is required

**B. Required Major Core** ....................................................................................................................... 24 hours

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>COMM 350</td>
<td>Organizational Communication</td>
<td>3</td>
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<tr>
<td>ORGL 210</td>
<td>Foundations of Leadership</td>
<td>3</td>
</tr>
<tr>
<td>ORGL 320</td>
<td>Human Behavior in Organizations</td>
<td>3</td>
</tr>
<tr>
<td>ORGL 330</td>
<td>Budgeting for the Nonfinancial Leaders</td>
<td>3</td>
</tr>
<tr>
<td>ORGL 335</td>
<td>Contemporary Global Issues</td>
<td>3</td>
</tr>
<tr>
<td>ORGL 350</td>
<td>Values, Ethics and Leadership Practice</td>
<td>3</td>
</tr>
<tr>
<td>ORGL 380</td>
<td>Applied Research Methods</td>
<td>3</td>
</tr>
<tr>
<td>ORGL 498</td>
<td>Capstone Seminar</td>
<td>3</td>
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**C. Areas of Concentration** ............................................................................................................... 9 hours

Students will select one of the following areas of concentration:

**Civic Engagement and Community Leadership** ............................................................................... 9 hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>ORGL 329</td>
<td>Leadership and Civic Engagement</td>
<td>3</td>
</tr>
<tr>
<td>ORGL 334</td>
<td>Governance and Advocacy</td>
<td>3</td>
</tr>
<tr>
<td>ORGL 355</td>
<td>Leadership in the Nonprofit Organization</td>
<td>3</td>
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**Change Leadership** ....................................................................................................................... 9 hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>HRAD 250</td>
<td>Introduction to Training and Development</td>
<td>3</td>
</tr>
<tr>
<td>ORGL 460</td>
<td>Strategic Leadership</td>
<td>3</td>
</tr>
<tr>
<td>ORGL 470</td>
<td>Organization Development and Change</td>
<td>3</td>
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</tbody>
</table>

**Communication for a Global Society** .............................................................................................. 9 hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 255</td>
<td>Virtual Working Group Communication</td>
<td>3</td>
</tr>
<tr>
<td>COMM 270</td>
<td>Communication for Business and the Professions</td>
<td>3</td>
</tr>
<tr>
<td>COMM 370</td>
<td>Intercultural Communication</td>
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</tbody>
</table>

**Women and Leadership** .................................................................................................................. 9 hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>ORGL 215</td>
<td>Women and Leadership</td>
<td>3</td>
</tr>
<tr>
<td>ORGL 339</td>
<td>Mentoring and Networking</td>
<td>3</td>
</tr>
<tr>
<td>WGST 210</td>
<td>Women, Gender, and Identity</td>
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</table>

**D. Electives in the Major** ................................................................................................................ 6 hours

<table>
<thead>
<tr>
<th>Course</th>
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<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 255</td>
<td>Virtual Working Group Communication</td>
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</tr>
<tr>
<td>COMM 270</td>
<td>Communication for Business and the Professions</td>
<td>3</td>
</tr>
<tr>
<td>COMM 359</td>
<td>Instructional Communication</td>
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<tr>
<td>COMM 370</td>
<td>Intercultural Communication</td>
<td>3</td>
</tr>
<tr>
<td>HRAD 245</td>
<td>Introduction to Human Resources</td>
<td>3</td>
</tr>
<tr>
<td>HRAD 250</td>
<td>Introduction to Training and Development</td>
<td>3</td>
</tr>
<tr>
<td>HSCL 310</td>
<td>Leadership in Healthcare Systems</td>
<td>3</td>
</tr>
<tr>
<td>HSRV 380</td>
<td>Grant Proposal Development</td>
<td>3</td>
</tr>
<tr>
<td>WGST 210</td>
<td>Women, Gender, and Identity</td>
<td>3</td>
</tr>
<tr>
<td>ORGL 215</td>
<td>Women and Leadership</td>
<td>3</td>
</tr>
<tr>
<td>ORGL 329</td>
<td>Leadership and Civic Engagement</td>
<td>3</td>
</tr>
<tr>
<td>ORGL 334</td>
<td>Governance and Advocacy</td>
<td>3</td>
</tr>
<tr>
<td>ORGL 339</td>
<td>Mentoring and Networking</td>
<td>3</td>
</tr>
<tr>
<td>ORGL 355</td>
<td>Leadership in the Nonprofit Organization</td>
<td>3</td>
</tr>
<tr>
<td>ORGL 390</td>
<td>Special Topics in Organizational Leadership</td>
<td>3</td>
</tr>
<tr>
<td>ORGL 445</td>
<td>Dimensions of Servant Leadership</td>
<td>3</td>
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<tr>
<td>ORGL 460</td>
<td>Strategic Leadership</td>
<td>3</td>
</tr>
<tr>
<td>ORGL 470</td>
<td>Organization Development and Change</td>
<td>3</td>
</tr>
<tr>
<td>ORGL 476</td>
<td>Experiential Leadership Project</td>
<td>3</td>
</tr>
</tbody>
</table>
WGST 210. Women, Gender, and Identity  
3 hours

Note: Students with fewer than 4 years of work experience and have not served in a leadership capacity are required to take ORGL 476.

Electives 

42 hours

Total Requirements 
120 semester hours

Grade Requirements

Students may not earn any grades lower than C in any courses in the major and may not take any course on an S/U basis. Students must attain an overall grade point average of 2.5 to qualify for graduation.

Civic Engagement and Community Leadership Concentration

This concentration is designed to help develop leaders who will make a positive difference in the world. The concentration will help students discover their passion and talents, while developing their skills and understanding of leadership and active citizenship. The program is designed for students to gain the skills to understand and improve communities socially and economically. The program incorporates both community service and classroom learning.

Student Learning Outcomes:

• Students will build their knowledge, skills and confidence as a leader in order to achieve greater success in every area of their lives.

• Students will explore current, relevant and global issues that are designed to spark their engaged citizenship.

• Students will practice strategies for leading positive change, such as forming organizations, planning events, volunteering, fundraising, and creating awareness campaigns.

Change Leadership Concentration

The Change leadership concentration prepares students to problem-solve, plan strategically thinking, and research methodology and policy formulation while focusing on key organizational leadership elements such as ethics, motivation, creativity, vision, and organizational development (OD).

Student Learning Outcomes:

• Students will develop an understanding of the theories, models, and application of organizational development skills and their importance to the overall effectiveness of the organization.

• Understand the role of organization development in anticipating and effecting change in organizations.

• Understand and make use of OD as a diagnostic and intervention process, particularly in terms of the roles and styles of the OD practitioner.

• Examine the use of the OD process in developing success in organizations.

Communication for a Global Society Concentration

The Communication for a Global Society concentration prepares students to be able to effectively analyze and process the overwhelming amount of communication in their
lives. Being about to determine which information is accurate which is not, and how it can be used or leveraged effectively. The power of modern media and the ubiquity of communication technologies in all aspects of life make global communication skills even more important. Culturally effective listening, empathy, and effective communication skills are essential skills for a global society.

Student Learning Outcomes:

- Students will be able to articulate thoughts and ideas effectively using oral, written, and nonverbal communication skills in a variety of forms and contexts.
- Students will be able to communicate effectively in diverse environments including multilingual and multicultural.
- Students will be able to listen effectively to decipher meaning, including knowledge, values, attitudes, and intentions.

Women and Leadership Concentration

This concentration is designed to empower tomorrow’s leaders today by providing opportunities to develop the knowledge and personal skills that support future success for female leaders. In addition, the program is designed to enable the development of a significant network of like-minded individuals committed to enhancing opportunities for women to succeed in important and meaningful leadership roles within political/public sector, business, and non-profit venues.

Student Learning Outcomes:

- Strengthen your knowledge of strategy, negotiation, communication and leadership.
- Identify your leadership strengths and practice applying them across your current and future organizational responsibilities.
- Learn to actively manage your professional development and secure leadership support for innovative ideas and strategic opportunities.
- Build and strengthen critical networks and partnerships.

MINORS

Public Safety
18 Semester Hours

Requirements
CRJS 260 or PSFT 365
5 public safety/criminal justice courses ........................................................... 18 hours
At least 6 hours must be 300-400 level and completed at Mercer.

Criminal justice or public safety courses used for a student’s major may not be used toward a public safety minor.

Digital Forensics
18 Semester Hours

Requirements
CRJS 375. Criminal Investigation
CRJS/INSY 391. Computer Privacy, Ethics, Crime and Society
INFM 204. Digital Logic and Programming
INFM 210. Introduction to Programming Concepts

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DEPARTMENT OF LIBERAL STUDIES

Fred Bongiovanni, Chair/Professor
Duane E. Davis, J. Colin Harris, and Ian C. Henderson, Professors Emeriti
Karen O’Neill Lacey, Associate Professor Emerita
Margaret H. Eskew, Professor
J. Thompson Biggers, Timothy D. Craker, Melanie R. Pavich, Clinton W. Terry, Jeffrey A. Waldrop, and Andrea L. Winkler, Associate Professors
Wesley Nan Barker, Arla G. Bernstein, Jared N. Champion, Steven J. Miller, and Hollis Phelps, Assistant Professors
Jason R. Holloway, Instructor

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 religious, academic, or professional 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.

Department Goals
The department is committed to:

• Providing a learning environment that is personal, challenging, respectful, and supportive of each student’s academic goals.

• Assisting students in the refinement of their thinking, writing, and speaking skills.

• Providing a liberal arts foundation/connection to the professional programs offered in the Regional Academic Centers.

• Providing students with the opportunity to pursue, in conjunction with an academic advisor, a Bachelor of Arts degree in either Liberal Studies or Communication.

• Enabling students to gain the personal and academic resources to serve them as life-long learners.

• Fostering a perspective that will nurture responsible vocation, relationships, and citizenship, both locally and globally.

• Experience a creative, supportive, challenging, and respectful learning environment.

Student Learning Outcomes
Through work in the department’s courses, students will:

• Demonstrate refinement in thinking and communication skills.

• Articulate an understanding of the various dimensions of the liberal arts tradition and the connection of that tradition to their specific vocational goals.
• Demonstrate an ability to apply the results of their particular study to a perspective for continued learning.
• Reflect a maturing perspective toward their various life roles and toward local and global citizenship.

COMMUNICATION

Ian C. Henderson, Professor Emeritus
J. Thompson Biggers, Program Coordinator/Associate Professor
Arla G. Bernstein, Assistant Professor

B.A. Degree

The Bachelor of Arts, Communication degree provides a broad-based understanding of the process of communication, as well as specialization in two concentrations: organizational communication and public relations. Effective communication is essential to the success of every organizational sector and industry.

Student Learning Outcomes

• Students will learn communication theories that are relevant to understanding information exchange (both verbal and nonverbal).
  a. Students will demonstrate their understanding of the literature that forms the theoretical basis for understanding human and machine communication.
  b. Students will apply theoretical constructs to relational, organizational, and societal contexts.
• Students will recognize the impact of social and cultural determinants in our communication with others:
  a. Students will demonstrate how textual meaning is necessarily connected with the culture or society of which those texts are a part (i.e. whether generated within, or received by, that culture).
  b. Students will apply and evaluate contemporary communication theories to expose "hidden" meanings in cultural/societal texts.
  c. Students will practice the art of rhetoric in persuading others to change or to learn and to critique their own and the behavior of others in attempting to achieve these ends.
  d. Students will identify the differential impacts of the various media of communication (oral, written, print or electronic) on our communication practices and texts.
  e. Students will describe the ways our individual behavior is necessarily tied to culture and will show how our texts and behaviors reflect this connection.
• Students will recognize how the social/cultural and personal/psychological determinants blend in our communication within organizations:
  a. Students will apply the principles of group dynamics (both social and psychological) to the task oriented group that underlies so much of contemporary organizational practice.
  b. Students will describe the ways our individual behavior is necessarily gendered and will show how our texts and behaviors reflect this connection.
  c. Students will apply and evaluate contemporary public relations theories to provide a foundation for strategies and tactics.
  d. Students will describe how a successful organizational life combines conventional societal rules with individual psychological determinants.
• Students will demonstrate an understanding of the basic methods, techniques, and procedures of applied research:
  a. Students will apply both quantitative and qualitative methods employed in conducting applied research projects.
  b. Students will prepare an applied research proposal.

Communication

B.A. Degree
120 Semester Hours

Prerequisites
- COMM 171. Introduction to Public Speaking
- LBST 175. Academic Writing I
- LBST 180. Academic Writing II or equivalent

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

Core in Major ........................................................................................................ 27 hours
- COMM 240. Popular Culture and Society
  or
- COMM 251. Communication and Society
- COMM 253. Gender Relations
- COMM 255. Virtual Working Groups
- COMM 309. Communication and Information Theory
- COMM 330. Elements of Persuasion
- COMM 340. Public Relations
- COMM 350. Organizational Communication
- COMM 370. Intercultural Communication
- ORGL 380. Applied Research Methods

Note: COMM 390 may be substituted as approved for any of the above courses except for COMM 309 and ORGL 380.

Concentrations ................................................................................................... 12 hours
Students may choose Concentration A or Concentration B

A. Organizational Communication Concentration:
- COMM 260. Interpersonal Communication
- COMM 270. Communication for Business
- COMM 325. Nonverbal Communication
- COMM 498. Organizational Communication Assessment

B. Public Relations Concentration:
- COMM 341. Public Relations Writing
- COMM 342. Public Relations Leadership
- COMM 345. Mass Media and Society
- COMM 495. Public Relations Cases and Campaigns

Electives .............................................................................................................. 42 hours
TOTAL ................................................................................................................. 120 hours

Grade Requirements
A student seeking a major in communication must maintain an overall cumulative grade point average of 2.5 for all courses required in the major to qualify for graduation. A grade of C or better is required in all communication major courses. The S/U grading option may not be elected for any required courses in the major.
Student Learning Outcomes for Organization Communication Concentration

Students will learn how to be better communicators. Students will learn to make reasoned choices among media and generate effective messages using verbal and nonverbal means within the context of the groups and institutions in which they find themselves. Students will also become critical interpreters of the messages that bombard them daily in their personal and professional lives. These connected and basic outcomes will be achieved through the following:

- Students will recognize the impact of relational (psychological) determinants in our communication with others:
  a. Students will use the principles of interpersonal communication to show how our individual relationships and our communication with others are tied to individual psychology.
  b. Students will describe how the meaning of our individual verbal communication is contextualized by nonverbal cues.

- Students will recognize how the socio-cultural and personal/psychological determinants blend in our communication within organizations:
  a. Students will engage and critique conventional organizational communication to generate effective and persuasive messages for both individual and group.
  b. Students will practice the art of rhetoric in persuading others to change or to learn and to critique their own and the behavior of others in attempting to achieve these ends.
  c. Students will engage and critique conventional organizational communication to generate effective and persuasive messages for both individual and group.

- Students will describe how a successful organizational life combines conventional societal rules with individual psychological determinants.

- Students will act professionally and ethically in their organizational life and practices
  a. Students will be able to practice communication and relationship-building skills while exhibiting standards of professional behavior.
  b. Students will demonstrate sensitivity to ethical behavior, while developing leadership and managerial skills to prepare for advancement in the profession.

Student Learning Outcomes for Public Relations Concentration

Students will learn how to be better communicators. On the one hand, they will learn to make reasoned choices among media and generate effective messages using verbal and nonverbal means within the context of the groups and institutions in which they find themselves. On the other hand, students will also become critical interpreters of the messages that bombard them daily in their personal and professional lives. These connected and basic outcomes will be achieved through the following:

- Students will recognize the impact of social and cultural determinants in our communication with others:
  a. Students will apply and evaluate contemporary public relations theories to provide a foundation for strategies and tactics.
b. Students will identify the differential impacts of the various media of communication (oral, written, print or electronic) on our communication practices and texts.

- Students will recognize how the social/cultural and personal/psychological determinants blend in our communication within organizations:
  a. Students will practice the art of rhetoric in persuading others to change or to learn and to critique their own and the behavior of others in attempting to achieve these ends.
  b. Students will engage and critique conventional organizational communication to generate effective and persuasive messages for both individual and groups.

- Students will demonstrate an understanding of the basic methods, techniques, and procedures of applied research, while applying both quantitative and qualitative methods employed in conducting applied research projects in the field of public relations.

- Students will act professionally and ethically in their public relations practice.
  a. Students will be able to practice communication and relationship-building skills while exhibiting standards of professional behavior.
  b. Students will demonstrate sensitivity to ethical behavior, while developing leadership and managerial skills to prepare for advancement in the profession.
  c. Students will demonstrate an understanding of the importance of civic responsibility.

LIBERAL STUDIES

Fred Bongiovanni, Chair/Professor
Duane E. Davis, J. Colin Harris, and Ian C. Henderson, Professors Emeriti
Karen O'Neill Lacey, Associate Professor Emerita
Margaret H. Eskew, Professor
Wesley Nan Barker, J. Thompson Biggers, Timothy D. Craker, Melanie R. Pavich, Clinton W. Terry, Jeffrey A. Waldrop, and Andrea L. Winkler, Associate Professors
Arla G. Bernstein, Jared N. Champion, Steven J. Miller, and Hollis Phelps, Assistant Professors
Jason R. Holloway, Instructor

B.A. Degree

The Bachelor of Arts degree, Liberal Studies provides an individualized and self-designed program of study that combines a common liberal studies core with concentrations in selected courses and fosters students’ ability to think critically and constructively in relation to their self-chosen academic goals. While this degree allows students to propose their own programs of study, it broadens their academic perspectives by emphasizing interdisciplinary and intradisciplinary study as methods of comprehension and understanding. Students who wish to focus their studies in the liberal arts will find a variety of options for designing a program consistent with their personal and professional interests. 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.

Students interested in pursuing the Liberal Studies major should first contact the chair or a faculty member of the Liberal Studies Department. Following a preliminary
consultation, an advisor will be assigned. The advisor and the student will develop a proposal for the specific content and direction of the program. This proposal receives further development in the required LBST 210: The Idea of the University course that should be taken at the beginning of the degree program. The program of study is subject to the approval of the Liberal Studies Department. Once approved, the program statement will be filed with the Registrar’s office with the standard Declaration of Major form and will become the official statement of the student’s program. Modifications in the approved plan, due to schedule limitations or curricular changes, may be made with the approval of the department chair or advisor.

The Bachelor of Arts degree, Liberal Studies focuses on several common student learning outcomes that are consistent with all of the individualized programs of studies. As specific programs of study are developed for each student, additional student learning outcomes may be specified by a student’s degree program advisor. Upon the completion of the degree, the successful student will be able to:

- Read and write effectively and clearly in a variety of academic formats that demonstrate well developed and connected patterns of thought.
- Listen and speak effectively and clearly in a variety of settings that demonstrate well developed and connected patterns of thought.
- Think critically and apply critical thinking skills in academic learning experience grounded in the liberal arts tradition.
- Create an effective research focused synthesis between their selected concentrations and required Liberal Studies courses (LBST 210, LBST 250 or 255, LBST 275 or 280, LBST 310, LBST 360, and LBST 498).
- Understand and interpret the themes and issues associated with their areas of concentration.
- Analyze and construct arguments based on evidence and the work and interpretation of other sources.
- Engage in research and critical analysis across disciplines.

All students pursuing this major must take six specific core courses: LBST 210—The Idea of the University, LBST 250—Arts and Ideas I: Ancient and Medieval Cultures or LBST 255—Arts and Ideas II: Modern Culture (students choose one) LBST 275—Argument: Social Thought and Citizenship or LBST 280—Argument: Public Discourse and Citizenship (student choose one), LBST 310—Liberal Studies Thinking and Writing, LBST 360—Critical Approaches to Interdisciplinary Inquiry and LBST 498—Liberal Studies Capstone. Beyond these six courses, students will develop, in consultation with an advisor, a program of study involving two concentrations of four courses (12 semester hours) each or one concentration of eight courses (24 semester hours). Students selecting the two concentration option must complete a minimum of one course (3 credit hours) in each concentration in the College of Professional Advancement. Students selecting the one concentration option must complete a minimum of two courses (6 credit hours) in that concentration in the College of Professional Advancement. During the final term in residence, students will enroll in LBST 498 – Liberal Studies Capstone seminar team taught by members of the faculty over the course of a full semester. During the seminar, the final research project and synthesizing essay will be completed.
LIBERAL STUDIES
B.A. Degree
120 Semester Hours

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

Major Requirements .....................................................................................42 hours

Core in Major (18 hours)

- LBST 210. The Idea of the University
- LBST 250. Arts and Ideas I: Ancient and Medieval Culture
- or
- LBST 255. Arts and Ideas II: Modern Culture
- LBST 275. Argument: Social Thought and Citizenship
- or
- LBST 280. Argument: Public Discourse and Citizenship
- LBST 310. Liberal Studies Thinking and Writing
- LBST 360. Critical Approaches to Interdisciplinary Inquiry
- LBST 498. Liberal Studies Capstone

Required Concentrations (24 hours)

In addition to the core course requirements listed above, all Liberal Studies students
may in consultation with their advisor develop a program of study in any of the three areas
of study listed below. Students may select either two concentrations or the one
concentration

A. Concentrations - Students may choose two of the following areas of
concentration for the two concentration option (12 hours per concentration) or
one area of concentration for the one concentration option (24 hours)

- American Studies
- Communication Studies
- Education Studies
- Historical Studies
- Humanities Studies
- Literary Studies
- Religious Studies
- Social-Science
- Writing
- Women’s and Gender Studies

B. Individualized Studies – In consultation with an advisor, a student may propose
a program of study in a concentration not included in A above. This
concentration may be either a 12-hour concentration to be combined with a
concentration in A or B or a single 24-hour concentration. (12 or 24 hours)

C. Concentrations in other College of Professional Advancement departments – In
consultation with an advisor, a student may select four course concentrations
from course offerings from other College of Professional Advancement
departments. Students may not complete an eight course concentration in other
College of Professional Advancement departments or in other schools of the
University.

D. Students may also choose concentrations in Mathematics or Science offered
and approved by the College’s Mathematics, Science, and Informatics
Department.

Electives ........................................................................................................39 hours

TOTAL ........................................................................................................120 semester hours

Grade Requirements

A student seeking a major in liberal studies must maintain an overall cumulative grade
point average of 2.5 for all courses (core and concentration courses) required in the major
to qualify for graduation. A grade of C or better is required in all liberal studies major core courses. The S/U grading option may not be elected for any required courses in the major.

**MINORS**

**Communication Studies**

**18 Semester Hours**

**Communication Studies Minor Student Learning Outcomes**

The student who completes a minor in Communication Studies will be able to:

- Describe in detail the human communication process.
- Describe and explain in detail a model of human communication.
- Apply that model to various contexts; interpersonal, organizational, and societal depending on which courses they have completed.

Students should select 18 hours from communication courses not counted as general education requirements or as requirements in their major. At least 6 hours must be 300-400 level and completed at Mercer.

**Historical Studies**

**18 Semester Hours**

**Historical Studies Minor Student Learning Outcomes**

The student who completes a minor in historical studies will be able to:

- Apply historical reasoning to study of study of political, cultural, religious, social, economic, or ideological topics in history.
- Explain historical change and continuity.
- Develop a clear argument using recognized historical methods.
- Interpret and use primary sources.

Students should select 18 hours from history courses not counted as general education requirements or requirements in their major. At least 6 hours must be 300-400 level and completed at Mercer.

**Literary Studies**

**18 Semester Hours**

**Literary Studies Minor Student Learning Outcomes**

The student who completes the minor in Literary Studies will be able to develop the habits of mind of readers of literature through:

- Reading (and re-reading) carefully and critically, paying attention to patterns and themes that emerge as well as to the language and form of the literary work.
- Formulating questions and responses to what you read.
- Making connections to other texts and contexts.
- Asking how various forms of literature, in their historical contexts, reflect and shape the ways we imagine ourselves with others.
Students should select any 18 hours of 200 level or above, including at least 6 hours at the 300 or above level listed in the English or Literature subject area that are not counted as general education requirements or as requirements in their major.

**Religious Studies**

**18 Semester Hours**

**Religious Studies Minor Student Learning Outcomes**

The student who completes a minor in religious studies will be able to:

- Compare and contrast different methodological approaches to understanding religion.
- Demonstrate competency in the critical reading and interpretations of religious texts and representations.
- Delineate the key features of a religious tradition and discuss how they interact for adherents to that religious tradition.
- Describe the way in which lived religion as practiced in everyday life affects the social relationship of individuals in either historical or contemporary contexts.
- Develop written and oral communication skills for the study of diverse religious traditions that demonstrate balanced and unbiased analysis.

Students should select any 18 hours from the religious studies area or, with departmental approval, related or special topics courses that are not counted as the general education requirements or as requirements in the major. At least 6 hours must be 300-400 level and completed at Mercer.

**Women's and Gender Studies**

**18 Semester Hours**

**Women’s and Gender Studies Minor Student Learning Outcomes**

The student who completes a minor in Women Studies will be able to:

- Identify social, cultural, historical, aesthetic, and/or discursive norms regarding gender
- Recognize manifestations of sex and gender in politics and practice
- Explain relationships between societal constructions of sex and gender and claims of oppression and marginalization
- Analyze the consequences of common assumptions about sex, gender, and sexuality
- Articulate the ways in which perceptions of sexuality empower and/or limit human lives, work, and freedom

**Required Courses (6 Hours):**

- WGST 210. Women, Gender, and Identity
- WGST 320. Topics in Women, Gender, and Religion

Select four additional courses, at least one course must be at the 300 level (12 hours):

- COMM 253. Gender Relations
- HIST 210. Topics in American History (Topic related to WGST)
- HIST 220. Topics in European History (Topic related to WGST)
- LITR 334. Forms and Figures (Topic related to WGST)
LITR 370. Interdisciplinary Approaches to Literature (Topic related to WGST)
ORGL 215. Women and Leadership
PSYC 371. Psychology of Women
PSYC 373. Psychology of Men
PSYC 388. Human Sexuality

NOTE: Courses counted for the minor cannot be applied to a major or general education requirement.

Bachelor of Arts, Liberal Studies/Master of Divinity

Accelerated Special Consideration Program

Mercer University’s Accelerated Special Consideration Program (ASCP) offers highly qualified students enrolled in the College of Professional Advancement B.A. degree, Liberal Studies with a religious studies concentration the opportunity to earn both the B.A. degree, Liberal Studies and M.Div. degree (School of Theology) in a reduced time frame. Students admitted to the ASCP based on the Admission Requirements will be able to complete the B.A. degree, Liberal Studies (religious studies concentration) by enrolling in the School of Theology foundational level courses that align with the Graduate Certificate in Theological Studies. These courses will be applied toward the completion of the B.A. degree, Liberal Studies (religious studies concentration). These same foundational courses will also count toward the completion of the M.Div. degree. In this way, students will be able to complete the M.Div. degree in two rather than three years, based on full-time enrollment.

The following courses offered through the School of Theology may be completed and applied to the required course work for the religious studies concentration in B.A. Liberal Studies degree:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>THOT 500. Foundations in Old Testament</td>
<td>3</td>
</tr>
<tr>
<td>THCH 511. Christian Traditions 1</td>
<td>3</td>
</tr>
<tr>
<td>THCH 512. Christian Traditions 2</td>
<td>3</td>
</tr>
<tr>
<td>THTP 500. Foundations in Theology</td>
<td>3</td>
</tr>
<tr>
<td>THET 500. Ethics</td>
<td>3</td>
</tr>
<tr>
<td>THET 501. Models of Moral Leadership</td>
<td>3</td>
</tr>
<tr>
<td>THSP 511. Spiritual Formation 1</td>
<td>1</td>
</tr>
<tr>
<td>THSP 512. Spiritual Formation 2</td>
<td>1</td>
</tr>
</tbody>
</table>

Students will choose one Cultural Context Elective course below
- THNT 701/THOT 701 The Bible & Popular Culture
- THPT 604 Whatever Happened to Abram’s Children? Judaism, Christianity, and Islam Today
- THPT 605 Why Did the Buddha Cross the Road? Asian Worldviews, Religions, and Philosophies
- THPT 652 Gender and Sexuality
- THTP 601 Christian Theology and Culture

Total Required Hours: 26

Only College of Professional Advancement students who are fully admitted to the B.A. degree, Liberal Studies (religious studies concentration) to M.Div. ASCP program may enroll in the above theology courses as undergraduate majors.

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These courses are offered by the School of Theology online and in a face to face format on the Atlanta campus. While this ASCP degree program is available to qualified students at the Atlanta, Henry, Douglas, and Macon locations, students in the program may be required to complete some courses on the Atlanta campus.

**Admission Requirements:**

This ASCP program allows students currently enrolled in the College of Professional Advancement and who are completing the B.A. degree, Liberal Studies to complete an eight-course religious studies concentration through enrollment in courses in the School of Theology. Students admitted to the program will be women and men who combine the call of God’s spirit with the intellectual gifts, the emotional maturity, and the spiritual discipline to become effective and responsible leaders in Christian ministry.

Candidates for admission will be College of Professional Advancement students with a declared major in liberal studies and who have indicated a desire to enroll in the M.Div. degree program. Applicants complete a minimum of 60 credit hours, to include:

- All general education requirements (39 hrs.)
- The following LBST major core courses (15 hrs.):
  - LBST 210 The Idea of the University
  - LBST 250 Arts and Ideas I: Ancient and Medieval Cultural OR LBST 255 Arts and Ideas II: Modern Culture
  - LBST 275 Argument: Social Thought and Citizenship OR LBST 280 Argument: Studies in Public Discourse
  - LBST 310 Liberal Studies Thinking and Writing
  - LBST 360 Critical Approaches to Interdisciplinary Inquiry
- Electives to reach the 60-hour minimum (6 hrs.)

Successful applicants will complete and submit the following application materials to the School of Theology Admissions Office:

1. Biographical Information
2. Resume - (Including Church Positions and Service, Secular Occupations, Community Involvement, Academic Honors, and Research, Civic, or Leadership Awards)
3. Official Transcripts from all higher educational institutions previously attended (Transcripts submitted for admission to the College of Professional Advancement may be submitted, as well as a current Mercer University transcript of all course work complete at the time of admission to the ASCP program)
4. Background check*
5. Autobiographical essay - (In 1200-1500 words speak to the following four questions: Give an account of your Christian pilgrimage. Tell the story of your personal commitment and call to ministry. What factors have led you to apply to the School of Theology for your theological training? What are your ministry goals (the kind of ministries you envision for yourself)?)
6. Three Letters of Recommendation (one from each of the following)
   - Pastor/Church Leader
   - B.A. degree, Liberal Studies academic advisor
   - Professor / Supervisor
7. Writing Sample of 1250-1500 words (may be an excerpt) of an academic paper on any topic. Please include bibliography and in text citations or footnotes. Applicants who do not have an academic writing sample may contact the admissions office for a prompt.

8. Admissions Interview with both School of Theology and College of Professional Advancement faculty.

A minimum grade point average of 2.75 overall and 3.0 in a student's Mercer University courses is required. The School of Theology Dean gives final approval for admission to the ASCP program and to the School of Theology.

Program Requirements:

1. Students must have completed a minimum of 60 credit hours toward the B.A. degree, Liberal Studies, to include all of the general education requirements and the B.A. degree core classes (with the exception of the LBST 498 capstone), before application to the ASCP B.A./M.Div degree. A minimum of fifteen undergraduate hours (to include the five BA/LBST degree core requirements listed above) must be complete at Mercer University prior to application to the ASCP. A student may also need to complete any outstanding general education requirements. A 3.0 GPA for all Mercer University courses is required at the time of application.

2. To complete the requirements for the B.A. degree, Liberal Studies, students will complete the LBST 498 Senior Capstone course in the semester in which they complete the religious studies concentration (eight courses) required for the B.A. degree Liberal Studies with a religious studies concentration. These concentration courses will align with the courses in the School of Theology Graduate Certificate in Theological Studies.

3. Students must meet all admission requirements (see above) for the M.Div degree with exception of the completion of their B.A. degree.

4. Students applying for BA/MDIV ASCP program will be interviewed by the School of Theology and the College of Professional Advancement Department of Liberal Studies prior to admission into the program. The interview team will be constituted by faculty members from both schools.

5. If a student does not continue with the School of Theology, any courses completed in the School of Theology with a grade of C or higher will count toward the B.A. degree Liberal Studies with a concentration in Religious Studies.

6. Students in the ASCP program will enroll in the approved foundational courses as offered by the School of Theology in their Graduate Certificate in Theological Studies and taught by School of Theology faculty. The School of Theology will offer these courses in an online format or face to face in day/time format accessible to a working adult student.

7. The foundational courses will count toward the B.A. degree, Liberal Studies with a concentration in Religious Studies and will allow the student to receive advance standing at the School of Theology upon fulfilling the requirements for the B.A. degree, Liberal Studies at the College of Professional Advancement.

The B.A. degree, Liberal Studies requires a total of 120 hours and the M.Div. degree requires 74 hours. Six (18 hours of credit) to eight (24 hours of credit) taken at the graduate level will be applied toward completion of the B.A. degree. The approved foundational courses are those offered by the School of Theology in their Graduate Certificate. These
credits will provide the student with advanced standing per the School of Theology standards, accelerating the pace at which students will go on to earn the M.Div.

Certificate in Globalization and Engagement

The Globalization and Engagement Certificate program is a strategic initiative for cross-cultural and global approaches to the curriculum, creating real opportunities for students seeking knowledge across cultures, across disciplines, and around the world while demonstrating capacities for global learning and intercultural competency. The 12-credit hour certificate includes four cross-disciplinary, experience-based courses that focus on one of more of the following learning outcomes.

Student Learning Outcomes

Upon successful completion of the certificate program, students will be able to:

- Communicate effectively with others across cultures and around the world;
- Explain how global systems change the world and our cross-cultural relations in it;
- Interpret the cross-cultural and global texts, practices, and artifacts that constitute our worlds of meaning; and
- Engage the values that are at stake in relationships across cultures and around the world.

Required Certificate Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>GLEN 225.</td>
<td>3</td>
</tr>
<tr>
<td>Languages in Contact</td>
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<tr>
<td>GLEN/SOCI 235.</td>
<td>3</td>
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<tr>
<td>Globalization and Social Change</td>
<td></td>
</tr>
<tr>
<td>GLEN/HUMA 245.</td>
<td>3</td>
</tr>
<tr>
<td>Interpreting Narrative Across Cultures and Around the World</td>
<td></td>
</tr>
<tr>
<td>GLEN 301.</td>
<td>3</td>
</tr>
<tr>
<td>Globalization and Engagement Lab</td>
<td></td>
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</tbody>
</table>

The hybrid courses that make up the certificate are built around a 9 – 10 day immersion experience. When not engaged in the immersion experience or in online instruction, students will meet face-to-face one night a week (12 – 16 weeks).

DEPARTMENT OF MATHEMATICS, SCIENCE, AND INFORMATICS

Colleen P. Stapleton, Chair/Professor
Hani Q. Khoury, Professor
Vikraman Baskaran, Feng Liu, Kenneth W. Revels, Charles H. Roberts, Zipangani Vokhiwa, and Sabrina L. Walthall, Associate Professors
Greg A. Baugher, Awatef Ben Ramadan, Gary W. Blome, and Tri M. Le, Assistant Professors

Knowledge, logical reasoning, creativity and ethical citizenship are core values of the Department of Mathematics, Science, and Informatics. The mission of the Department is to support and enable knowledge-seekers to develop skillsets and tools that they can use to make a difference in their communities, offer responsible and ethical arguments, and contribute to constructive change in the world. To achieve our goal, Department faculty engage students through study and research on theory and practice in interdisciplinary
contexts. Students can choose to take part in project-based courses, service-learning activities, and community-based research.

The Department offers general education curriculum, four degree programs, two minors, and a for-credit graduate certificate program. The three undergraduate programs in Software Application Development and Human-Computer Interaction, Health Informatics, and Information Technology and Informatics are offered online and on-ground. The Master of Science degree in Health Informatics is offered entirely online, alongside the for-credit graduate certificate program in Health Informatics.

**Department Goals**

The Department is committed to fostering a learning and teaching environment that will:

- Increase the knowledge, skills, and tools used in mathematics, science, and informatics.
- Improve logical reasoning skills by using evidence-based arguments to address problems.
- Grow the capacity to work creatively by integrating knowledge and skills across disciplines.
- Enhance ethical reasoning skills in the application of knowledge and tools of mathematics, science, and informatics.

**HEALTH INFORMATICS**

Vikraman Baskaran, *Program Coordinator/Associate Professor*

Hani Q. Khoury, *Professor*

Feng Liu, Kenneth Revels, Charles H. Roberts, and Sabrina Walthall, *Associate Professors*

Greg A. Baugher, Awatef Ben Ramadan, Gary W. Blome, and Tri M. Le, *Assistant Professors*

The Bachelor of Science, Health Informatics offers students the opportunity to learn and practice how to ethically apply technology in healthcare environments. Students will gain knowledge in developing software applications requirements, and in the design, development and validation of software specifically applied in healthcare settings. Students will study the effective conversion of data into information and knowledge in healthcare. Graduates will be able to pursue specialized professional positions such as business analyst, clinical information systems analyst, healthcare data analyst, healthcare human-computer interaction designer, hospital IT analyst, or clinical systems engineer.

**Student Learning Outcomes**

Upon successful completion of the B.S., Health Informatics requirements, students will be able to:

- Support critical clinical decision-making using data and information technology.
- Employ techniques useful in the management of clinical data, information and knowledge.
- Communicate effectively to implement health information technology.
- Apply professional ethics in health informatics practice.
Health Informatics  
B.S. Degree  
120 Semester Hours

General Education* .............................................................................................................. 39 hours

*We recommend PSYC 111. Introduction to Psychology as a general education course because it is a required pre-requisite to one course in the Major Required Courses.

Major Requirements ........................................................................................................... 39 hours

- MATH 220. Applied Statistical Methods
- INFM 115. Introduction to Informatics in Healthcare
- INFM 204. Digital Logic and Programming
- INFM 205. Survey of Health Informatics
- INFM 215. Computerized Information Technology in Healthcare
- INFM 225. Health Informatics Standardization
- INFM 312. Data Base Design and Data Processing
- INFM 316. Data Analytics
- INFM 335. Basic Biostatistics, Health Data Processing and Literature
- INFM 355. Systems Analysis and Design
- INFM 372. Human-Computer Interaction and Design
- INFM 415. Research Methods and Project Planning/Management for Health Informatics
- INFM 485. Capstone Project for Health Informatics

Major Electives (Choose any two INFM or INSY courses) ...................................... 6 hours

General Electives ............................................................................................................... 36 hours

TOTAL ............................................................................................................................... 120 hours

INFORMATION TECHNOLOGY AND INFORMATICS

Feng Liu, Program Coordinator/Associate Professor

Vikraman Baskaran and Kenneth Revels, Associate Professors

Awatef Ben Ramadan, Gary W. Blome, and Tri M. Le, Assistant Professors

In the Bachelor of Science, Information Technology and Informatics program, students will discover how technology can be used to innovate processes in organizations, fields of study, social and civic institutions, or other settings that match their interests.

Students will analyze information systems and data processing technology to improve knowledge creation to support innovative practices. Students will study and use programming, data base design, and systems analysis while developing skills to effectively design and integrate computer and information systems into organizational operations. Students will learn how to address the ethical and social aspects of complex information systems through application of insights based on human-computer interaction. Students will develop effective decision theory and project management skills through project-based coursework and a culminating capstone experience in the chosen area of interest. In this major, students will customize a curriculum to fit their personal or job-related goals by choosing courses to complete a cognate area.

Graduates of the program can go on to work as professionals in positions including: information systems analyst, data analyst, IT analyst, computer systems analyst, business analyst, quality assurance analyst, system architect, technical consultant.
Student Learning Outcomes

Upon successful completion of the Information Technology and Informatics program requirements, students will be able to:

- Analyze existing technology applications to improve efficiency and effectiveness in an organization, field of study, or social/civic institution.
- Design and develop solutions that innovate the ways technology shapes information flow and use to improve information system performance in organizations and benefit society.
- Articulate ethical and social change aspects of innovating complex information systems

Information Technology and Informatics
B.S. Degree
120 Semester Hours

General Education Requirements* .................................................................39 hours

Major Requirements ........................................................................................................30 hours

- INFM 110. Introduction to Informatics
- INFM 204. Digital Logic and Programming
- INFM 312. Data Base Design and Data Processing
- INFM 325. Management of Computer and Information Systems
- INFM 331. Decision Theory
- INFM 340. IT Innovation and Informatics
- INFM 355. Systems Analysis and Design
- INFM 372. Human-Computer Interaction and Design
- INFM 400. Research Methods and Project Planning/Management for Information Technology and Informatics
- INFM 480. Capstone Project for Information Technology and Informatics

Cognate Requirements ...............................................................................................15 hours

(15 credit hours from a coherent disciplinary area or field of study)

General Electives.........................................................................................................36 hours

TOTAL .........................................................................................................................120 hours

*We recommend PSYC 111. Introduction to Psychology as a general education course because it is a required pre-requisite to one course in the Major Required Course.

Cognate Options

Students should consult with their academic advisor to develop a cognate in a coherent disciplinary area or issue within one semester (or four months) from when they begin this program. Students must complete the “Cognate Approval Form” and include a rationale for how the study of this discipline or issue is important to them, how this cognate can enhance their informatics degree, and how informatics can contribute to the chosen discipline or issue. The Cognate Approval Form is available from the academic advisor.

- Up to 15 transfer credit hours may be counted towards the cognate.
- Students must receive a minimum grade of C in each cognate course and a cumulative GPA of 2.0 or higher in the cognate.
- Cognate area courses do not count as Information Technology and Informatics major requirements courses.
- A minor, concentration, or certificate can count towards your cognate. Courses in the cognate may count toward a minor, concentration, or certificate in another discipline.
field or your general education requirements. The cognate is not listed on your transcript.

The following are examples of options for a cognate area: Social Sciences, Leadership and Human Resources, Humanities, and Cyber Security. Students may choose other cognates through consultation and approval by their academic advisor and completion of the "Cognate Approval Form". Prerequisites for chosen courses may be required.

Social Sciences

This cognate focuses on the use of technology to support assessment methods in psychological research, design of projects to study how modern wearable technology might improve health across life-span development. Students may choose a minor in Applied Psychology or Human Services as their cognate.

Leadership and Human Resources

This cognate focuses on the challenge of developing more user-friendly interfaces to improve internal organizational decision-making or to promote the social mission of an office. Advances in technology are being fully embraced in the human resource industry from recruiting to retirement. Students identify five courses in Organizational Leadership or Human Resources Administration and Development. Prerequisites for chosen courses may be required.

Humanities

This cognate addresses questions such as how are archival materials digitized for posterity; how is technology used to help people collaborate across disciplines and methodologies such as history, literature, religious studies or gender studies; how can technology be used to make human communication processes more effective and more personal. Minors in Communication Studies, Historical Studies, Literary Studies, Religious Studies, or Women's and Gender Studies can fulfill a cognate in humanities.

Cyber Security

This cognate focuses on common vulnerabilities in integrated devices and remotely connected networks, risk management planning to secure and monitor IT systems, and securing and defending computer networks from intrusion and attack. Students will learn how to use some of the tools of cyber security while keeping to professional standards of ethics and privacy in information systems. The following list of courses is a prescribed option for a Cyber Security cognate area. Students must still consult and get approval from their academic advisor and complete the "Cognate Approval Form".

Cyber Security Cognate

-INFM 350. Digital Networks and Cyber Security
-INFM 353. Network Defense
-INSY 391. Information Privacy, Crime, and Security
-or
-CRJS 393. Cybercrime
-DGTF 390. Digital Forensics I
-DGTF 490. Digital Forensics II
SOFTWARE APPLICATION DEVELOPMENT AND HUMAN COMPUTER INTERACTION

Feng Liu, Program Coordinator/Associate Professor
Hani Q. Khoury, Professor
Vikraman Baskaran, Kenneth Revels and Charles H. Roberts, Associate Professors
Greg A. Baugher, Awatef Ben Ramadan, Gary W. Blome, and Tri M. Le, Assistant Professors

The Bachelor of Science in Software Application Development and Human Computer Interaction is designed for students interested in combining knowledge of human behavior with theory and skills in computer science, programming and design. Students will learn how to develop, create and modify software applications. Students will learn how to apply user experience and user interface (UX/UI) theories and tools to analyze user needs and develop software solutions. Students will use project-based learning throughout courses in the program to practice how large, multi-faceted projects are developed, from client interview to sketch to proof-of-concept and client presentation for final review.

Graduates of the program can go on to work as professionals in positions including: application developer, software developer, mobile app developer, web developer, IT analyst, software architect, software development engineer, technical consultant, business analyst, data analyst, quality assurance analyst, human-computer interaction designer.

Student Learning Outcomes

Upon successful completion of the B.S., Software Application Development and Human Computer Interaction requirements, students will be able to:

- Design and develop platform independent digital applications by applying computerized information systems and user-centered system interface design principles.
- Use data-driven and human-centered evaluation processes to assess the efficiency and effectiveness of digital applications.
- Articulate practitioner and user responsibilities in employing the principles of application development and human-computer interaction in an ethical manner.

Software Application Development and Human-Computer Interaction
B.S. Degree

120 Semester Hours

General Education* .................................................................................................................. 39 hours

Major Requirements ................................................................................................................. 45 hours

MATH 225. Topics in Discrete Mathematics
INFM 201. Introduction to Software Application Development and Human-Computer Interaction
INFM 202. Graphics and Interface Design
INFM 204. Digital Logic and Programming
INFM 210. Introduction to Programming Concepts
INFM 212. Web Development
INFM 310. Advanced Programming Concepts
INFM 312. Data Base Design and Data Processing
INFM 313. Data Base Design and Data Processing II
INFM 322. Introduction to Multimedia and Web Design Tools

or

INFM 332. Client-Server Development

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INFM 355. Systems Analysis and Design
INFM 372. Human-Computer Interaction and Design
INFM 382. Mobile Applications Development
INFM 412. Agile Methodology and Usability Study/Testing
INFM 482. Capstone Project for Software Application Development and Human Computer Interaction

General Electives..........................................................................................................................36 hours
TOTAL ........................................................................................................................................120 hours

*We recommend MATH 130. Topics in Precalculus and PSYC 111. Introduction to Psychology as general education courses because they are required prerequisites to courses in the Major Required Courses.

Minor in Digital Forensics
18 Semester Hours

Digital Forensics Minor Student Learning Outcomes
Students completing a minor in Digital Forensics will be able to:

- Define the discipline of Digital Forensics and contextually relate it to their major field of study.
- Describe techniques and procedures required to investigate, secure, and document digital evidence related to criminal activity.

  CRJS 375. Criminal Investigation
  CRJS/INSY 391. Computer Privacy, Ethics, Crime and Society
  INFM 210. Introduction to Programming Concepts
  INFM 204. Digital Logic and Programming
  DGTF 390. Digital Forensics I
  DGTF 490. Digital Forensics II

Minor in Informatics
18 Semester Hours

Required Courses (12 Hours)
INFM 110. Introduction to Informatics
INFM 204. Digital Logic and Programming
INFM 331. Decision Theory
INFM 372. Human Computer Interaction and Design

Elective Courses (6 Hours)
Choose two of the following:
  MATH 220. Applied Statistical Methods
  Any 300/400 level INFM or INSY course except INFM 331, INFM 372

Student Learning Outcomes
Students completing a minor in Informatics will be able to:

- Define the discipline of Informatics and contextually relate it to their major field of study.
- Describe and employ techniques available for the acquisition, storage, and processing of data in their major discipline.
- Define information within their major disciplinary context and demonstrate how it may be created and transmitted by processing discipline-relevant data.
BRIDGE COURSES FOR INTERNATIONAL STUDENTS

Bridge courses at Mercer University assist international students in further developing the mathematics, communication, and written skills needed for university-level course work. Classes are offered on the Atlanta campus through the College of Professional Advancement. Undergraduate students who are accepted conditionally into a Mercer degree program or a prospective graduate student who needs additional language instruction can take transition courses. Students enrolled must complete all of the following requirements:

Assessment of mathematics proficiency is accomplished through use of an online assessment tool to determine the level of functional knowledge in algebra and pre-calculus, including analytic trigonometry. Based on the results of the proficiency assessment exams, students may be exempt from taking one or more of the following courses:

1. Assessment of mathematics proficiency is accomplished through use of an online assessment tool to determine the level of functional knowledge in algebra and pre-calculus, including analytic trigonometry. Based on the results of the proficiency assessment exams, students may be exempt from taking one or more of the following courses:
   • MATH 120. Intermediate Algebraic Procedures and Foundations for Statistics
   • MATH 130. Topics in Precalculus
   • MATH 150. Analytic Trigonometry *

   *Exemption may apply for certain majors.

2. Students enrolled in Bridge courses must complete the following courses:
   • UNIV 110. The Culture of the University
   • FDLS 130. Language and Communication *
   • ENGL 100. Critical Thinking, Reading, and Writing
   • COMM 171. Introduction to Public Speaking

   *Students enrolled in FDLS 130 must receive a grade of C or higher in order to register for LBST 175 and LBST 180.

Bridge courses are taught by faculty members with expertise in teaching English as a second language. Emphasis is placed on critical thinking, oral presentations, writing skills, problem solving, and contextual scientific reasoning.

Additionally, students gain an appreciation for flexible and creative scheduling of courses allowing them to develop a stronger presence at Mercer University. Therefore, students will benefit from engaging native speakers of the English language in both the academic and popular cultures.

Additional requirements may apply as determined by individual colleges/schools at Mercer University.
COURSES OF INSTRUCTION

ART AND ART HISTORY (ARTH)

ARTH 101. Art Appreciation (3 hours)
Students will explore, question, analyze, and interpret works of art as they engage and study work of various artistic periods arising from a variety of cultures, and develop a general knowledge of the historical periods and events pertinent to the study. (Every year)

ARTH 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. (Occasionally)

ARTH 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. (Occasionally)

BIOLOGY (BIOL)

BIOL 101. Introduction to Biology and Evolution (3 hours)
Prerequisite: SCIE100.
Students will analyze biological function at the molecular level. The course will particularly emphasize and cover structure and regulation of genes, as well as the structure and synthesis of proteins. Students will discuss how these molecules are integrated into cells and how these cells are integrated into multicellular systems and organisms. The scientific concept of evolution will also be explored, specifically the development of evolutionary thought and the role of natural selection in evolution. Students will generate, collect, analyze and interpret data as part of their integrated lecture/lab experience. Laboratory fee. (Every year in at least one location or online)

BIOL 105. Life Forms and Functions (3 hours)
Prerequisite: SCIE100.
Students will study an overview of organismal development in form and function of living things over more than 3.5 billion years of evolutionary time. Major topics include: key characteristics of life and the major taxonomic groups belonging to six recognized kingdoms; adaptations required for specific modes of living, and the new opportunities for speciation and diversification that these processes yielded; and an examination of the dynamic relationship between various biological forms and their functions. An integrated lecture and laboratory course. Laboratory fee. (Every year in at least one location or online)

BIOL 210. Biology of Diseases (3 hours)
Prerequisite: SCIE 100 or equivalent.
The course provides a general introduction to human diseases and disease processes. It covers current understanding of, and modern approaches to human disease, emphasizing the molecular and cellular basis of disease. The course will include topics on causes and mechanisms of basic tissue processes which underlie disease as well as discussion of the epidemiology of some common diseases. This is a service learning course and will require group projects designed to benefit the student, the Mercer community, and the community at large. Laboratory Fee (Every two years in at least one location or online).

BIOL 245. Human Anatomy and Physiology I (3 hours)
Prerequisite: BIOL 101.
Students will study human anatomy as it relates to allied health professionals. Students will identify the vocabulary, overview the basic components of cells and tissues, and study
how cells group and differentiate into specialized tissue. Topics will include the anatomy and physiology of the integumentary system, skeletal system and bones, muscular system and muscles, joints, and nervous system, as well as genetics and genomics. (Every year in at least one location or online)

**BIOL 245L. Human Anatomy and Physiology I Laboratory** (1 hour)
Prerequisite or corequisite: BIOL 245 or equivalent.
This laboratory course completes the Human Anatomy and Physiology I course sequence for students who intend to apply for health professions programs. Students will perform hands-on experiments designed to focus on the development of a knowledge base in anatomy and physiology. Lab will include body organization and respective terminology, articulated and disarticulated skeletons, histology of bones and muscles, muscle models, and virtual human cadaver dissections. Students will demonstrate the ability to collect, evaluate and interpret scientific data, and employ critical thinking to solve problems in traditional and virtual lab settings. Laboratory fee. (Every year in at least one location or online)

**BIOL 246. Human Anatomy and Physiology II** (3 hours)
Prerequisite: BIOL 245.
Students will study the comprehensive structure and function of the human body, the mechanisms for maintaining homeostasis within the body and their interrelationships at the cellular and organismal levels of biological organization. Topics include the cardiovascular, circulatory, digestive, endocrine, immune, lymphatic, respiratory, urinary and reproductive systems, as well as metabolism, fluids and electrolytes, and acid-base balance. In this course, students will build on materials emphasized in Human Anatomy and Physiology I. (Every year in at least one location or online)

**BIOL 246L. Human Anatomy and Physiology II Laboratory** (1 hour)
Prerequisite or corequisite: BIOL 246 or equivalent.
This laboratory course completes the Human Anatomy and Physiology II course sequence for students who intend to apply for health profession programs. Students will perform hands-on experiments designed to focus on the development of a knowledge base in anatomy and physiology. Topics include review of microscope, anatomical terminology and tissues, and the study of seven out of eleven systems (endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive) that make up human body. Students will demonstrate the ability to collect, evaluate and interpret scientific data, and employ critical thinking to solve problems in traditional and virtual lab settings. Laboratory fee. (Every year in at least one location or online)

**BIOL 256. Microbiology for Allied Health** (3 hours)
Prerequisite: BIOL 245.
Students will study fundamental microbiology principles related to allied health including: basic culture and staining techniques, cellular metabolism, microbial control measures (sterilization, disinfection, and antimicrobial therapy), and basic concepts of immunology. Emphasis will be placed on the study of various pathogenic microorganisms and the human diseases they cause. (Every year in at least one location or online)

**BIOL 256L. Microbiology for Allied Health Laboratory** (1 hour)
Prerequisite or corequisite: BIOL 256 or equivalent.
This laboratory course is designed for students who intend to apply for health profession programs. Students will perform hands-on experiments designed to focus on the development of a knowledge base in microbiology. Topics includes preparing stained smears, culturing micro-organisms, conducting immunology experiments, performing tests to identify bacteria and studying microbial growth control methods. Students will demonstrate the ability to collect, evaluate and interpret scientific data, and employ critical
thinking to solve problems in traditional and virtual lab settings. Laboratory fee. (Every year in at least one location or online)

**BIOL 325. Pathophysiology** (3 hours)
Prerequisites: BIOL 245, 246, 256.
Students will focus their study on understanding the physiological mechanisms altered by disease conditions that affect human beings during their lifespan. Students will examine topics that emphasize the interrelationships among organ systems and how deviations in these systems from homeostasis lead to an altered health state. Specific topics include clinical presentation, signs and symptoms, etiology and prognosis, appropriate diagnostic studies and global concepts of treatment. Students will build on prior knowledge of basic anatomy and physiology, and microbiology. A familiarity with basic concepts in chemistry, biochemistry and immunology is also suggested. (Every year in at least one location or online.)

**BIOL 390. Special Topics in Life Science** (3 hours)
Prerequisite: Consent of department chair.
A study of some significant topic in the life sciences which is not available through other program offerings. Laboratory fee may apply. (As needed)

**CHEMISTRY (CHEM)**
In order to fulfill one course in the University General Education requirement Scientific Reasoning (including a lab) with a CHEM course, a student must complete one of either of the following options: CHEM 103 and CHEM 105; CHEM 104 and CHEM 106. Students who transfer in a lecture science course may complete their Scientific Reasoning (including a lab) by successfully completing either CHEM 105 or CHEM 106.

**CHEM 103. General Chemistry I** (3 hours)
Prerequisite: MATH 120 or equivalent.
This is the first course in a two-course, two-lab sequence for students who intend to apply for admission to pharmacy or other health professions programs. Students will study inorganic and physical chemistry and an introduction to organic chemistry, emphasizing the concepts that will provide the basis for subjects that students will encounter in future studies in pharmacy or other health professions. Students will study topics including atomic structure, covalent and ionic bonding, chemical reactions, chemical calculations, acid, base and solution chemistry, radiochemistry and chemistry of hydrocarbons. Students will develop quantitative reasoning skills where appropriate to enhance the understanding of these concepts. Students will apply these concepts using practical examples and facilitated discussions. (Every year in at least one location or online)

**CHEM 104. General Chemistry II** (3 hours)
Prerequisite: CHEM 103 or equivalent.
This is the second course in a two-course, two-lab sequence for students who intend to apply for admission to pharmacy or other health professions programs. Students will continue to examine the principles and applications of chemistry that were begun in General Chemistry I, emphasizing concepts that will be important for and provide the basis for subjects that students will encounter in their future studies in pharmacy or other health professions. Students will study properties of solutions, acids and bases, kinetics, equilibrium thermodynamics, oxidation-reduction, ionic and redox equations, and electrochemistry. Students will apply these concepts using practical examples and facilitated discussions. (Every year in at least one location or online)

**CHEM 105. General Chemistry I Laboratory** (1 hour)
Prerequisites or corequisite: CHEM 103 or equivalent.
This laboratory course is the third course in a three-course sequence for students who intend to apply for admission to pharmacy or other health profession programs. Students will perform hands-on experiments designed to illustrate the chemical principles and processes studied in General Chemistry I and II. Students will practice and learn laboratory techniques and simple experimental procedures used in a chemical laboratory. Students will develop scientific reasoning skills and study the scientific concepts of each laboratory they perform in order to gain a general understanding of how these contribute to quality healthcare practice and ethical performance of healthcare professionals. Laboratory fee. (Every year in at least one location or online)

**CHEM 106. General Chemistry II Laboratory**  
(1 hour)
Prerequisite or corequisite: CHEM 104 or equivalent.
This laboratory course completes the General Chemistry II course sequence for students who intend to apply for admission to pharmacy or other health professions programs. Students will perform hands-on experiments designed to illustrate the chemical principles and processes studied in General Chemistry II. Students will practice and learn laboratory techniques and simple experimental procedures used in a chemical laboratory. Students will develop their scientific reasoning skills and study the scientific concepts of each laboratory they perform in order to gain a general understanding of how these contribute to quality healthcare practice and ethical performance of healthcare professionals. Laboratory fee. (Every year in at least one location or online)

**CHEM 206. Organic Chemistry I**  
(3 hours)
Prerequisites: CHEM 103, 104, 105, 106 or equivalent.
Organic Chemistry I is the first course in a three-course sequence for students who intend to apply for admission to pharmacy or other health professions programs. Students will study especially the concepts that will be important for and will provide the basis for the subjects the student will encounter in their studies in pharmacy or other health professions. Students will examine topics including the different classes of organic compounds and their chemical nomenclature, how the different classes of organic compounds react to form new compounds, and the theoretical basis for synthesis of more complex organic compounds from simpler precursor compounds. Students will examine organic compounds as normal constituents of metabolism and also as therapeutic agents. Students will apply concepts using practical examples and facilitated discussions. (Every year in at least one location or online)

**CHEM 207. Organic Chemistry II**  
(3 hours)
Prerequisites: CHEM 103, 104, 105, 106, 206 or equivalent.
This is the second course in a three-course sequence for students who intend to apply for admission to pharmacy or other health professions programs. Students should enter this course with a good understanding of the different functional groups in organic chemistry and the different reactions they undergo. Students will study especially the concepts that are important for and provide the basis for the subjects the student will encounter in their future studies in pharmacy or other health professions. Students will examine topics including separation and purification techniques, an introduction to spectroscopy and the organic chemistry of biological pathways important to pharmacy and related health professions, including biochemistry, molecular genetics, and metabolism. Students will apply concepts using practical examples and facilitated discussions. (Every year in at least one location or online)

**CHEM 208. Organic Chemistry Lab**  
(2 hours)
Prerequisites: CHEM 103, 104, 105, 106, 206 or equivalent.
Prerequisite or corequisite: CHEM 207 or equivalent.
This is the third course in a three-course sequence for students who intend to apply for admission to pharmacy or other health profession programs. Using both hands-on and simulated methods, students will perform experiments in organic synthesis and qualitative analysis designed to illustrate the topics covered in Organic Chemistry I and II. Students will develop their scientific reasoning skills and study the scientific concepts of each laboratory they perform in order to gain a general understanding of how these contribute to quality healthcare practice and ethical performance of healthcare professionals. Laboratory fee. (Every year in at least one location or online)

**CHEM 305. Biochemistry**

(3 hours)

Prerequisites: CHEM 103, 104, 105, 106, 206, 207 or equivalent.

Biochemistry is a course for students who intend to apply for admission to pharmacy or other health professions programs. Students will study especially the concepts that will provide the basis for the subjects the student will encounter in their studies in pharmacy or other health professions. Students will study topics that emphasize the chemical events that occur in living systems in terms of metabolism and structure-function relationships of biological molecules, the synthesis, degradation and transfer of major biomolecules, and how metabolic pathways are integrated at the molecular, cellular and physiological levels. (Every year in at least one location or online)

**COMMUNICATION (COMM)**

**COMM 104. Understanding Theatre**

(3 hours)

Students will study the characteristics and practices of the theatre from the perspective of our experience of theatre as audiences engaged with a cultural, dynamic cultural art form. Students will practice "close reading" by examining and contextualizing selected plays/productions. (Every two years in at least one location)

**COMM 171. Introduction to Public Speaking**

(3 hours)

Students will study and practice the 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. (Every year in at least one location and online)

**COMM 205. Understanding Cinema**

(3 hours)

Prerequisites: LBST 175, 180 or equivalent.

Students will study the characteristics and practices of cinema as an international language from the perspective of our experience of film as audiences engaged with a dynamic cultural art form. Students will practice "close reading" by examining and contextualizing selected films from around the world. (Every two years in at least one location and online)

**COMM 240. Topics in Popular Cultural Forms and Society**

(3 hours)

(Cross-listed with SOCI 240)

Prerequisites: LBST 175, 180 or equivalent; PSYC 111 or SOCI 111.

Students will analyze and interpret one or more topics addressing 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. The topics will vary but special attention may be paid to such topics as fashion, popular music, movies, social media and popular genres of literature (science fiction, mystery, or romance). Students may enroll in additional sections of COMM 240 when different topics are addressed. (Every two years in at least one location and online)
COMM 251. Communication and Society (3 hours)  
(Cross-listed with SOCI 251)  
Prerequisites: LBST 175, 180 or equivalent.  
Students will examine the role that communication has played in the transformation of society. Beginning with the work of Walter Ong, students will trace the impacts of oral, written, print, and electronic 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. (Every two years in at least one location and online)

COMM 253. Gender Relations (3 hours)  
(Cross-listed with SOCI 253)  
Prerequisites: LBST 175, 180 or equivalent; PSYC 111 or SOCI 111.  
Students will study the 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). (Every two years in at least one location and online)

COMM 255. Virtual Working Group Communication (3 hours)  
Prerequisites: INSY 102; LBST 175, 180 or equivalent.  
Students will demonstrate an ability to work cooperatively in group settings without face to face contact. Students will demonstrate an understanding of the pitfalls that can hinder group process and an ability to work with various tools that facilitate remote group performance. (Every two years in at least one location and online)

COMM 260. Interpersonal Communication (3 hours)  
Prerequisites: LBST 175, 180 or equivalent.  
Students will study the theory and skills relevant to interpersonal communication. Major emphasis will be given to the development and deterioration of interpersonal relationships and the role that communication plays in these processes. The course investigates verbal and nonverbal communication, perception, and personal disposition toward communication in the interpersonal context. (Every two years in at least one location and online)

COMM 265. Working Group Communication (3 hours)  
Prerequisites: COMM 171; LBST 175, 180 or equivalent.  
Students will examine the formation and development of groups in the workplace or community. Particular emphasis is given to communication as the process by which group performance can be either enhanced or inhibited. Attention is given to group formation, composition, and development. The establishment of roles, norms, and conflict will be explored, with special attention given to group leadership and group presentations. (Every two years in at least one location and online)

COMM 270. Communication for Business and the Professions (3 hours)  
Prerequisites: COMM 171; LBST 175, 180 or equivalent.  
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. (Every year in at least one location and online)

COMM 309. Communication and Information Theory (3 hours)  
Prerequisites: COMM 171; LBST 175, 180 or equivalent.
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. (Every two years in at least one location and online)

**COMM 320. Advanced Interpersonal Communication** (3 hours)
Prerequisites: COMM 171 or consent of program coordinator; LBST 175, 180 or equivalent.
Students will study 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. (Every two years in at least one location and online)

**COMM 325. Nonverbal Communication** (3 hours)
Prerequisites: COMM 171; LBST 175, 180 or equivalent.
Students will develop an understanding of the role and importance of nonverbal communication in social interaction. They will learn and apply methods of understanding nonverbal communication to various social situations. (Every two years in at least one location and online)

**COMM 330. Elements of Persuasion** (3 hours)
Prerequisites: COMM 171; LBST 175, 180 or equivalent.
Students will study 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. (Every two years in at least one location and online)

**COMM 340. Public Relations** (3 hours)
Prerequisites: LBST 175, 180 or equivalent.
Students will examine 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. (Every two years in at least one location and online)

**COMM 341. Public Relations Writing** (3 hours)
Pre- or corequisite: COMM 330.
Prerequisite: COMM 340.
Students will develop the writing and editing skills necessary to succeed in a public relations career. Students will generate public relations materials in a variety of formats, including fact sheets, news releases, brochures, blogs, position papers and others for an existing organization in the community. Students completing effective, strategy-based copy for a wide range of tactics will meet clients’ needs for persuasive, professional public relations writing skills. This course is also designed to have students think critically about current events and how they relate to public relations practice. (Every two years online or Atlanta)

**COMM 342. Public Relations Leadership** (3 hours)
Prerequisite: COMM 340 or equivalent.
Students will learn leadership perspectives and the role public relations and strategic communication play in effective leadership and management strategies. Students will explore and examine communication variables involved when leaders attempt to influence members to achieve a goal. Topics include power, credibility, motivation, research on leader traits, styles, and situations, and current models of leadership. The different leadership challenges posed by different groups and organizational types will also be explored. (Every two years online or Atlanta)

COMM 345. Mass Media and Society (3 hours)
(Cross-listed with SOCI 345)
Prerequisites: LBST 175, 180 or equivalent; PSYC 111 or SOCI 111.
Students will critically analyze 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. (Every two years in at least one location)

COMM 350. Organizational Communication (3 hours)
Prerequisites: LBST 175, 180 or equivalent.
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 analysis of an existing organization. (Every year in at least one location)

COMM 359. Instructional Communication (3 hours)
Prerequisites: COMM 171; LBST 175, 180 or equivalent.
Students will be able to demonstrate an understanding of the dominant theories of Instructional Communication. They will be able to describe the process through which the theories have been developed and tested and the ways in which they can be applied to their professional experience. (Every two years in at least one location)

COMM 370. Intercultural Communication (3 hours)
Prerequisites: LBST 175, 180 or equivalent.
A cross-disciplinary study of communication issues which arise when cultures come into contact with each other. Conducted as a seminar, the specific area to be covered is the mechanism through which cultures exchange with each other. Students will investigate ways in which communication facilitates cultural contact and ways in which it inhibits contact. Students will analyze cultural differences in communication style and content. (Every two years in at least one location)

COMM 390. Special Topics in Communication (1-3 hours)
Prerequisites: Consent of advisor; LBST 175, 180 or equivalent.
Students will study 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. (As needed)

COMM 395. Independent Directed Study in Communication (1-3 hours)
Prerequisite: Consent of advisor.
Students will study 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. (As needed)

COMM 475. Communication Internship (3-9 hours)
Prerequisite: Senior status and consent of advisor.
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 a communication concentration or to students in the Communication major. 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. (As needed)

**COMM 495. Public Relations Cases and Campaigns**  
(3 hours)  
Prerequisites: Senior standing; completion of communication curriculum; ORGL380. Corequisite: one required COMM course, if all other required Communication courses have been completed. Students will participate in this undergraduate seminar focusing on the role of strategic planning and management in public relations. These senior students will learn and demonstrate problem solving in public relations through (1) the strategic planning process; (2) case studies in public relations; and (3) a communication campaign project. Students will explore public relations and related theories to gain a better understanding of the analysis of public perceptions, attitudes and behavior and how theories can be applied to “real world” cases and problems. (Every two years online or Atlanta)

**COMM 498. Organizational Communication Assessment**  
(3 hours)  
Prerequisites: Senior standing; completion of communication curriculum; ORGL380. Students will learn the importance of assessing communication effectiveness. Students will explore various methods of assessing communication effectiveness. Students will become familiar with the communication assessment. Students will arrange a communication assessment to conduct with an organization. Students will analyze results of the assessment and prepare a report for the organization. Students will present the results and recommendations to the organization’s leadership.

**CRIMINAL JUSTICE (CRJS)**

**CRJS 260. Introduction to Criminal Justice**  
(3 hours)  
Prerequisites: LBST 175, 180 or equivalent. Students will be provided an overview and analysis of the major components of the criminal justice system. Criminal law, law enforcement, the judicial and correctional processes, 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. In addition, students will examine the implication of these topics to criminal justice and foster critical thinking skills during the formulation of recommendations regarding each issue. Career opportunities in the field of criminal justice will be emphasized. (Every two years in at least one location, every year online)

**CRJS 305. Contemporary Policing**  
(3 hours)  
Prerequisite: LBST 175, 180 or equivalent. Students will learn about the philosophy of community policing as it permeates the entire police department. Students will pay particular attention to: community policing as an organizational strategy, problem-solving approaches within community and problem oriented policing, and comparing community policing philosophies with reactive and proactive policing. (Every two years in at least one location, every year online)

**CRJS 315. Supervision in Criminal Justice**  
(3 hours)  
Prerequisite: LBST 175, 180 or equivalent. This course is intended to provide the opportunity for self-growth and development for the serious student of criminal justice organization and management. It will begin on a topical basis and progress toward an overview of the law enforcement organizations (includes correctional settings). It attempts to touch on a large number of issues involved in
supervision of personnel in criminal justice organizations, and thus, is oriented toward depth knowledge of first line supervision in law enforcement agencies. (Every two years in at least one location, every year online)

CRJS 325. Criminal Law (3 hours)
Prerequisites: LBST 175, 180 or equivalent.
Students in this course will examine substantive criminal law in the courts of the United States, emphasizing law, defense, evidence, and criminal responsibility. Included is a study of the essential elements that constitute criminal offenses by state and federal statutes. There is also a survey of crimes and procedures for social control, general principles of excuses and defenses, and an examination of all major felony crimes. Emphasis is on the substantive area of law. (Occasionally)

CRJS 330. Criminal Procedure (3 hours)
Prerequisites: LBST 175, 180 or equivalent.
Students in this course will explore the Bill of Rights, especially the Fourth, Fifth, Sixth, Eighth and Fourteenth Amendments, as they relate to public safety and law enforcement. Emphasis is on the evolution of constitutional criminal procedure through the development of case law and resulting selected state and federal statutes and court decisions governing the admissibility of evidence. Evidence and its admissibility will be reviewed in light of procedural considerations affecting arrests, searches, and seizures. Procedural concepts of arrest search and seizure are also discussed. (Occasionally)

CRJS 350. Theoretical Forensic Criminalistics (3 hours)
Prerequisite: Consent of program coordinator.
Corequisite: SCIE 250.
Theoretical Forensic Criminalistics examines the role of science in the criminal justice system. The course will provide instruction and knowledge regarding forensic criminalistics including physical evidence; organic and inorganic analysis; hairs, fibers and paint; forensic toxicology, arson and explosives; serology and DNA; fingerprints, firearms and other impressions; document and voice examination. This course must be taken concurrently with SCIE 250 Applied Forensic Criminalistics. (Every two years in at least one location, every year online)

CRJS 359. The Judicial Process (3 hours)
Prerequisites: LBST 175, 180 or equivalent.
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. (Every two years in at least one location, every year online)

CRJS 360. Criminology (3 hours)
Prerequisites: LBST 175, 180 or equivalent.
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. (Occasionally)

CRJS 361. Criminal Offender (3 hours)
Prerequisites: LBST 175, 180 or equivalent.
Students will study in detail 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. (Every two years in at least one location, every year online)
CRJS 362. Issues in Juvenile Delinquency (3 hours)
Prerequisites: LBST 175, 180 or equivalent.
Students 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. (Occasionally)

CRJS 365. Alternatives to Incarceration (3 hours)
Prerequisites: LBST 175, 180 or equivalent.
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. (Occasionally)

CRJS 366. The Correctional Process (3 hours)
Prerequisites: LBST 175, 180 or equivalent.
Students 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. (Occasionally)

CRJS 368. Victimology (3 hours)
Prerequisites: LBST 175, 180 or equivalent.
Students will study 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. (Every two years in at least one location, every year online)

CRJS 370. Current Trends in Criminal Law and Procedure (3 hours)
Prerequisites: LBST 175, 180 or equivalent.
A critical review through case studies of recent trends and developments affecting the interpretation of a major portion of the US Constitution which safeguard personal liberties and those which safeguard the public. An examination of principle trends and changes in the judicial system in light of historical experiences will also be included. (Every two years in at least one location, once a year online)

CRJS 375. Criminal Investigation (3 hours)
Prerequisites: LBST 175, 180 or equivalent.
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. (Occasionally)

CRJS 380. Forensic Behavior (3 hours)
(Cross-listed with PSYC 380)
Prerequisites: LBST 175, 180 or equivalent; PSYC 111.
Students will examine the aspects of human behavior directly related to the legal process and testimony, jury decision making, and criminal behavior. The professional practice of psychology within or in consultation with a legal system will be examined. Profiling, insanity and competency, risk assessment, discrimination, and interrogation and confessions will be emphasized. (Every two years in at least one location, every year online)

CRJS 390. Special Topics in Criminal Justice (1-3 hours)
Prerequisites: LBST 175, 180 or equivalent.
A significant topic in criminal justice which is not available through other program offerings will be studied in the classroom setting. Students may enroll in additional sections of this course when different topics are addressed. (Every two years in at least one location, every year online)

**CRJS 391. Computer Privacy, Ethics, Crime, and Society**  (3 hours)
(Cross-listed with INSY 391)
Prerequisites: INSY 102 or INFM 110 or advisor permission; LBST 175, 180 or equivalent. Students will examine the real and potential cyber threats faced by both organizations and individuals who are targeted by computer criminals, vandals, and hackers. Topics include a survey of “digital ethics,” examination of computer resources and technologies available to law enforcement personnel, and criminal computer activities. (Every two years in at least one location, every year online)

**CRJS 393. Cybercrime**  (3 hours)
Prerequisites: LBST 175, 180 or equivalent.
Computer crimes have grown in visibility and importance. The growing public interest in cybercrime and its consequences for businesses has been one of this country’s major internal and external threat. The discipline to investigate and understand these new types of crimes are essential for all levels of law enforcement. The purpose of this course is to introduce students with the technical, social and legal aspects of cybercrime as well as expose students to theories and tools that enable scientific exploration of this phenomenon. (Every two years in at least one location, every year online)

**CRJS 395. Independent Study in Criminal Justice**  (1-3 hours)
Prerequisites: Consent of advisor; LBST 175, 180 or equivalent.
Students will 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. (As needed)

**CRJS 401. Issues in Interpersonal Violence**  (3 hours)
Prerequisites: LBST 175, 180 or equivalent.
Students will study in detail 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. (Every two years in at least one location, every year online)

**CRJS 470. Field Experience**  (3-6 hours)
Prerequisites: LBST 175, 180 or equivalent; 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 public safety leadership majors. Note: grade of satisfactory or unsatisfactory. Special fee. (Every year online only)

**CRJS 471. Field Experience**  (3-6 hours)
Prerequisites: CRJS 470; LBST 175, 180 or equivalent.
This course is designed to provide students with opportunities to continue using the skills and knowledge developed in CRJS 470. See the CRJS 470 course description for requirements. (As needed)

**CRJS 498. Senior Seminar**  (3 hours)
Prerequisites: CRJS 260 or PSFT 365; LBST 175, 180 or equivalent. Limited to Criminal Justice Leadership majors in their final year of their program.
Students in the criminal justice leadership degree will take this course as the culminating experience for students in the major. Varying criminal justice topics will be addressed with an emphasis on articulating, analyzing, and interpreting the ways we make decisions in our everyday interactions with others. Students will prepare written reports on a variety of topics covered throughout their undergraduate curriculum and students will then defend their position on the topic through an oral or written defense. Note: grade of satisfactory or unsatisfactory. (Every semester online)

**DIGITAL FORENSICS (DGTF)**

**DGTF 390. Digital Forensics I** (3 hours)
Prerequisites: CRJS 375, CRJS/INSY 391; INFM 210; LBST 175, 180 or equivalent.
Students will study procedures required to properly discover and secure digital evidence related to criminal activity. Preliminary investigative procedures and crime scene protocols will be given particular emphasis. Laboratory fee. (As needed)

**DGTF 490. Digital Forensics II** (3 hours)
Prerequisites: DGTF 390; LBST 175, 180 or equivalent.
Students will study tools and techniques useful in the full recovery and documentation of digital evidence after its discovery and seizure. Laboratory fee. (As needed)

**ENGLISH (ENGL)**

LBST 175 and 180 are the composition courses offered by the College of Professional Advancement. These classes are listed under the heading of “Liberal Studies.”

**ENGL 100. Critical Thinking, Reading, and Writing** (3 hours)
Students will explore 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. (Every year in at least one location)

**ENGL 323. History and Structure of the English Language** (3 hours)
Prerequisites: LBST 175, 180 or equivalent.
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. (Every two years in at least one location)

**ENGL 390. Special Topics in English** (1-3 hours)
Prerequisites: Consent of advisor; LBST 175, 180 or equivalent.
Students will analyze and interpret a significant topic in English language, linguistics, or writing that is not available through other program offerings. Students may enroll in additional sections of this course when different topics are addressed. (Occasionally)

**ENGL 395. Independent Study in English** (1-3 hours)
Prerequisites: Consent of advisor; LBST 175, 180 or equivalent.
The student will critically study an area or subject in writing or English language that is not available in established English courses. (Occasionally)

**ENVIRONMENTAL SCIENCE (ENVS)**

**ENVS 210. Physical Aspects of the Environment** (3 hours)
Prerequisite: SCIE 100.
Through lab experiments, field observations, and/or scientific analyses of physical and chemical parameters, students will study natural and human-induced changes in Earth’s atmosphere, hydrosphere and geosphere systems. Students will interpret data to determine how changes may be produced by natural events, such as earthquakes or floods, and human activity, such as mining or farming, and how changes may be mitigated.
or resources sustained. Integrated lecture/laboratory. Laboratory fee. (Every year in at least one location or online)

**ENVS 215. Environmental Impacts and Living Systems** (3 hours)
Prerequisite: SCIE 100.
Students will examine how human activities have changed many of the earth's life forms and ecosystems. An interdisciplinary approach including biological conservation, preservation, and protection, ecology, resource use, and environmental sustainability will be used to investigate changes to organisms and ecosystems. In case studies from around the world, consequences to living systems associated with such phenomena as deforestation, pollution, and over-exploitation of natural resources will be studied. Integrated lecture/laboratory course. Laboratory fee. (Every year in at least one location or online)

**ENVS 390. Topics in Environmental Sustainability** (3 hours)
Prerequisites: MATH 120 or equivalent; SCIE 100.
Students will study 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. (As needed)

**FOUNDATIONS FOR LIBERAL STUDIES (FDLS)**

**FDLS 115 and MATH 120.**
FDLS 115 and MATH 120 are linked courses focused on developing the mathematics skills necessary for college. Students must register for both courses within the same semester. Students who are unable to complete MATH 120 in the same semester in which they are enrolled in FDLS 115 may enroll in MATH 120 in the following semester with the same instructor, when possible or another instructor with the approval of the department chair or mathematics coordinator. Students who fail MATH 120 following successful completion of FDLS 115 may be allowed to repeat MATH 120 only, as reviewed on a case by case basis by and with the approval of the department chair or mathematics coordinator.

**FDLS 115. Introductory Algebraic Procedures for Problem-Solving** (3 hours)
Students will learn foundational mathematics concepts and basic algebra skills through a problem posing, questioning approach in which topics are introduced in context. Problem-solving skills and critical thinking will be advanced using topics that are meaningful to students’ experiences, and that involve signed numbers, percent, fractions, decimals, basic geometric relationships, distance-rate-time relationships, and units of measure. Algebra skills, including simplifying variable and numeric expressions and solving all types of linear equations, will be integrated into problems and mastered in the course.

**FDLS 130. Language and Communication** (3 hours)
This seminar 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. Students will preview and practice the various forms of writing and reading that will be encountered as an adult pursues a college degree. (Every semester in at least one location)

**FDLS 150. Principles of Self-Renewal** (3 hours)
This seminar will present a risk-free environment for participants to explore the principles of self-renewal. Participants will explore the need to integrate life experiences into 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 life-directions and options, to acquire 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. (Occasionally)

FDLS 170. Fundamentals of Research Methods (3 hours)
Prerequisites: UNIV 110; FDLS 130 or 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 complete a research paper using the skills taught in the course. (Occasionally)

GEOGRAPHY (GEOG)

GEOG 301. Geographic Concepts (3 hours)
Prerequisites: LBST 175, 180 or equivalent.
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. (Occasionally)

GLOBALIZATION AND ENGAGEMENT (GLEN)

GLEN 225. Languages in Contact (3 hours)
Prerequisites: LBST 175, 180.
Corequisite: GLEN 301.
Students will engage and reflect on languages in relation to one another (rather than focus on one, discrete, “national” language). In this context, students will articulate and practice principles of communication across cultures. This course includes an immersion experience in another language and culture, along with guided reflection on the ways that experience connects to the course. (Every year in at least one location)

GLEN 235. Globalization and Social Change (3 hours)
(Cross-listed with SOCI 235)
Prerequisite: LBST 175, 180.
Corequisite: GLEN 301.
Students will identify and define features of globalization and social change from multiple disciplinary perspectives, observe patterns of globalization and social change in at least one case study, and articulate which approach (or combination of approaches) best explains the patterns observed in the case study or studies. This course includes an immersion experience in another culture, along with guided reflection on the ways that experience connects to the course. (Every year in at least one location)

GLEN 245. Interpreting Narratives Across Cultures and Around the World (3 hours)
(Cross-listed with HUMA 245)
Prerequisite: LBST 175, 180.
Corequisite: GLEN 301.
Students will draw on narrative theory and colonial/post-colonial studies to develop interpretations of narratives constructed in a cross-cultural and/or global setting. Topics
may include, but are not limited to: Auto-ethnographic narratives, Diasporic narratives, Place narratives, Travel Writing narratives, and War narratives. Students may enroll in additional sections of this course when a different topic is addressed. (Every year in at least one location)

**GLEN 301. Global Liberal Studies Practicum** (3 hours)
Prerequisite: LBST 175, 180.
Corequisite: GLEN 225; GLEN/SOCI 235; GLEN/HUMA 245.
Students will participate in experiential learning in a cross-cultural or global setting. In addition to a guided reflection on the connection of the experiential learning to the three corequisite courses to which this lab is attached, students will produce an integrated portfolio of the courses that will be assessed according to a Cross-Cultural Competency and Global Learning rubric. (Every year in at least one location)

**HEALTHCARE LEADERSHIP (HSCL)**

**HSCL 310. Leadership in Healthcare Systems** (3 hours)
Prerequisites: LBST 175, 180 or equivalent; ORGL 210.
Student will be provided an overview of essential components of leadership for a successful health services career. Students will be exposed to key values and ethical considerations that help guide a health service leader’s personal and professional decision making. Students explore the challenges that leaders are confronted within an ever-changing health services environment. Emphasis will be placed on the different healthcare contexts (hospitals, nursing homes, ambulatory and home healthcare, behavioral health facilities) as they interact with governmental and insurance company policies. National trend data will be used to determine how the current healthcare system can better organize, deliver, and administer healthcare services. (Every year in Henry County)

**HSCL 350. Healthcare Policy, Law, and Ethics** (3 hours)
Prerequisites: LBST 175, 180 or equivalent.
This course explores the determinants, components, and processes of health policy and lawmaking in the United States. The course examines political forces and their role in policy analysis, formulation, implementation, evaluation, and change. This course surveys the legal environment of the healthcare industry and its use and impact on the workforce and patients operating inside of the United States healthcare system. This course will examine leadership and philosophical implications of common ethical issues observed in healthcare settings and its possible impact on the delivery of healthcare services. (Spring Semester only in Henry County)

**HSCL 390. Special Topics in Healthcare Leadership** (3 hours)
Prerequisites: LBST 175, 180 or equivalent; HSCL 310.
A significant topic in healthcare leadership which is not available through other program offerings will be studied in the classroom setting. (Students may enroll in a maximum of three sections with different topics). (Every year)

**HSCL 498. Senior Capstone Experience** (3 hours)
Prerequisites: All courses in the major; exceptions only with approval of the advisor.
The capstone serves as the culminating experience for students in the major. It will involve the application of learning and skill development provided in the major courses to an actual workplace. Students will be exposed to typical issues which arise in the workplace. Documentation of 120 hours of field work with a time log, journal, paper and project will be required, as well as attendance at meetings and participation in an on-line discussion. In some circumstances, students may be permitted to do a major project showcasing the competencies in the degree in their own workplace or do an alternate project with the
approval of the advisor. It is likely this course will be taken in the student’s final semester. Note: grade of satisfactory or unsatisfactory. Special fee. (Every year)

HISTORY (HIST)

HIST 101. Civilization of the Western World I (3 hours)
Students will learn the major historical developments of the civilizations of the ancient Near East and Mediterranean World. On this foundation, students will be able to articulate from a more extended survey the rise of civilization in Western Europe through the period of the Reformation. As a result, student will describe the major social, intellectual, religious, and institutional development of these historical periods. (Occasionally)

HIST 102. Civilization of the Western World II (3 hours)
Students will learn the Civilization of the Western World II as an introductory survey of major historical trends beginning with the 17th century and continuing to modern times. Students will be able to narrate the 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. (Occasionally)

HIST 200. Topics in World History (3 hours)
Prerequisites: LBST 175, 180 or equivalent.
Students will be able to analyze and interpret one or more significant political, cultural, religious, social, economic, or ideological topics in World history. As a 200 level course, this course can serve as an introduction to undergraduate study in World history. (Every year)

HIST 201. The United States from Colonization to 1877 (3 hours)
Students will learn the history of The United States from Colonization to 1877 as an introductory survey of major trends and events. Students will analyze the continuing struggle in U.S. history to deal with the inherent tensions between unity and diversity, chaos and order, liberty and structure. (Occasionally)

HIST 202. The United States from 1877 to the Present (3 hours)
The course 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. (Every year in at least one location)

HIST 210. Topics in American History (3 hours)
Prerequisites: LBST 175, 180 or equivalent.
Students will learn the issues of one or more significant political, cultural, religious, social, economic, or ideological topics in American history. As a 200 level course, this course can serve as an introduction to undergraduate study in American history. (Every year in at least one location)

HIST 220. Topics in European History (3 hours)
Prerequisites: LBST 175, 180 or equivalent.
Students will learn the issues of one or more significant political, cultural, religious, social, economic, or ideological topics in European history. As a 200 level course, this course can serve as an introduction to undergraduate study in European history. (Every year in at least one location)

HIST 366. The Civil War and Reconstruction (3 hours)
Prerequisites: LBST 175, 180 or equivalent.
Students will learn the issues associated with the political, cultural, religious, social, economic, or ideological upheaval that surrounded the Civil War and Reconstruction in the United States. As a 300 level course, this course can serve as a step toward further work
in the study of history at the undergraduate level and as a precursor to graduate work going forward. (Occasionally)

**HIST 367. The South after Reconstruction (3 hours)**
Prerequisites: LBST 175, 180 or equivalent.
Students will learn the issues associated with the political, cultural, religious, social, economic, or ideological upheaval that surrounded the American South since Reconstruction. As a 300 level course, this course can serve as a step toward further work in the study of history at the undergraduate level and as a precursor to graduate work going forward. (Occasionally)

**HIST 368. Georgia History (3 hours)**
Prerequisites: LBST 175, 180 or equivalent.
Students will learn the issues associated with the political, cultural, religious, social, economic, or ideological development of the State of Georgia as an individual entity and as part of the United States. As a 300 level course, this course can serve as a step toward further work in the study of history at the undergraduate level and as a precursor to graduate work going forward. (Every year in at least one location)

**HIST 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. Students may enroll in additional sections of this course when different topics are addressed. (Occasionally)

**HIST 410. Advanced Topics in American History (3 hours)**
Prerequisites: LBST 175, 180 or equivalent; one history course.
Students will learn the issues of one or more significant political, cultural, religious, social, economic, or ideological topics in American history. This course meets with HIST 210, and it will have additional reading and discussion component and will require a substantive research paper. (Students who have completed HIST 210 may enroll in HIST 410 only when a different topic is addressed.) (As needed)

**HIST 420. Advanced Topics in European History (3 hours)**
Prerequisites: LBST 175, 180 or equivalent; one history course.
Students will learn the issues of one or more significant political, cultural, religious, social, economic, or ideological topics in European history. This course meets with HIST 210, and it 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.) (As needed)

**HUMAN RESOURCES ADMINISTRATION AND DEVELOPMENT (HRAD)**

**HRAD 245. Introduction to Human Resources (3 hours)**
Prerequisites: COMM 171; INSY 102 proficiency recommended; LBST 175, 180 or equivalent.
This course serves as an introduction to the field of human resources and to the Human Resources Administration and Development major. It will cover the essential human resources functions within organizations, including job analysis and design, recruitment and selection, performance appraisal, training, safety enforcement, and the basics of compensation and benefits as well as an overview of ethics in the field. The course will serve as a gateway to the HRAD major. (Every year in at least one location)

**HRAD 250. Introduction to Training and Development (3 hours)**
Prerequisites: COMM 171; INSY 102 proficiency recommended; LBST 175, 180 or equivalent.
Students will learn the basic principles and processes of assessing needs and delivering training for adults in educational settings and the workplace. (Every year in at least one location)

**HRAD 305. Assessment and Evaluation** (3 hours)
Prerequisites: HRAD 245, 250; MATH 220; PSYC 111.
Students will learn how to carry out individual, team, and organizational needs assessments, and how to apply this knowledge to the improvement of human performance. Statistical analysis and review of relevant literature will be used to design and measure the effectiveness of programs. (Every year in at least one location)

**HRAD 315. Workplace Law and Relations** (3 hours)
Prerequisite: HRAD 245.
Students will learn the law and legal systems related to the workplace. Specific laws and acts covering topics such as disabilities, discrimination, sexual harassment, and other employment issues will be covered. Mediation and conflict resolution strategies will be introduced. (Every year in at least one location)

**HRAD 325. Diversity in the Workplace** (3 hours)
Prerequisite: HRAD 245.
The course will expose students to a broad spectrum of factors involved in the challenges and opportunities of diversity in the workplace. Areas of diversity examined will include race/ethnicity, gender, age, religion, national origin, disability and sexual orientation. Students will focus on current trends as well as historical patterns. Strategies to enhance workplace diversity will be explored. (Every year in at least one location)

**HRAD 335. Employee Compensation and Benefits** (3 hours)
Prerequisites: HRAD 245; MATH 220; ORGL 330.
Students will study financial and non-financial methods to compensate employees for their work, as well as examine flexible benefits which can be offered to enhance the workplace. Cost-benefit analyses of strategies will be included. (Every year in at least one location)

**HRAD 350. Principles of Adult Learning and Development** (3 hours)
Prerequisites: INSY 102 proficiency recommended; LBST 175, 180 or equivalent; PSYC 111.
Students will explore the theory and research of adult developmental stages and issues, particularly as they relate to vocation and life-long learning. Various learning styles will be reviewed and students will determine effective teaching strategies to meet them. (Every year in at least one location)

**HRAD 365. Instructional Design and Delivery Strategies I:**

- **Materials Development** (3 hours)
Prerequisites: HRAD 250, 350.
Students will focus on the concepts that lead to effective application of learning theory and training needs to develop comprehensive curricula and to design written, oral, and electronic materials which will deliver instructional objectives. (Every year in at least one location)

**HRAD 375. Instructional Design and Delivery Strategies II:**

- **Organizing Training** (3 hours)
Prerequisite: HRAD 365.
Students will apply the theories of learning and adult development to the selection of materials and learning delivery systems which are most effective. Practical aspects of setting up training for individuals and groups will be included. Presentation strategies will be emphasized. (Every year in at least one location)
HRAD 385. Instructional Design and Delivery Strategies III: E-learning  
(3 hours)  
Prerequisites: HRAD 365, 375; INFM 202, 212, or 322.  
Students will apply the theories of learning and adult development to electronic learning systems. Students will be exposed to web-based platforms and learn to adapt materials to electronic media, both totally on-line and as hybrid programs. Laboratory fee. (Every year in at least one location)

HRAD 390. Special Topics in Human Resources  
(1-3 hours)  
Prerequisites: LBST 175, 180 or equivalent; some special topics sections may require other prerequisites.  
This course is a study of some significant topic in human resources which is not available through standard program offerings. A maximum of 6 credit hours in human resources administration and development special topics may be selected by students seeking a Human Resources Administration and Development major. (Every year in at least one location)

HRAD 470. Ethics in Human Resources Administration  
(3 hours)  
Prerequisite: HRAD 315.  
Students will examine a variety of ethical issues which can occur in the administration of human resources functions. Special emphasis will be on real-world examples and the establishment of an ethical workplace. (Every year in at least one location)

HRAD 495. Capstone Experience  
(3 hours)  
Prerequisites: All courses in the major; exceptions only with approval of the advisor.  
The capstone serves as the culminating experience for students in the major. It will involve the application of learning and skill development provided in the major courses to an actual workplace. Students will be exposed to typical issues which arise in the workplace. Documentation with a time log, journal, paper and project will be required, as well as attendance at meetings and participation in an on-line discussion. In some circumstances, students may be permitted to do a major project showcasing the competencies in the degree in their own workplace or do an alternate project with the approval of the advisor. It is likely this course will be taken in the student’s final semester. Note: grade of satisfactory or unsatisfactory. Special fee. (Every year)

HUMAN SERVICES (HSRV)

HSRV 202. Introduction to Human Services  
(3 hours)  
Prerequisites: LBST 175, 180 or equivalent.  
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. (Every year in at least one location)

HSRV 230. Introduction to Interpersonal Relations  
(3 hours)  
Students will examine methods used to enhance interpersonal relationships. Listening techniques, nonverbal communication, and basic verbal strategies will be studied. An emphasis will be placed on individual relationships in the professional workplace. (Every year in at least one location)

HSRV 256. Introduction to Research Methods for Social Sciences  
(3 hours)  
Prerequisites: HSRV 202 or the introductory course in another major; LBST 175, 180 or equivalent; SCIE 100.
Students will be introduced to the basic methods, techniques, and procedures of social scientific research. Emphasis will be placed on both the qualitative and quantitative methods employed in basic and applied social science research. (Every year in at least on location)

**HSRV 275. Field Services Practicum**  
**3 hours**  
Prerequisites or corequisites: LBST 175, 180 or equivalent; HSRV 202 or the introductory course in a related major.  
The Human Services practicum is a semester long, sophomore level course designed to provide the student with an opportunity to gain foundational experience in a practical Human Services setting. Students will also focus on application of the Ethical Standards for Human Services Professionals. At the end of the practicum experience, students will have completed 120 contact hours at one human services agency. Note: Grade of satisfactory (S) or unsatisfactory (U). (Every semester in at least one location)

**HSRV 306. Applied Research Methods for Social Science**  
**3 hours**  
Prerequisite: HSRV 256.  
Students will apply various concepts and methods of social science research methods culminating in the completion of a human services research proposal. (Every year in at least on location)

**HSRV 311. Substance Abuse**  
**3 hours**  
Prerequisites: LBST 175, 180 or equivalent; 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. (Every other year in at least one location)

**HSRV 316. Methods of Substance Abuse Treatment**  
**3 hours**  
Prerequisite: HSRV 311.  
Students will examine the current and historical methods of substance abuse treatment. Treatment goals that support abstinence and the development of a positive personality and lifestyle changes will be reviewed as well as treatment methods, including topics such as coexisting disorders, Cognitive-Behavioral Therapy (CBT), the recovery process, and patient-treatment matching. Specific emphasis will be given to understanding the tendency toward relapse. (Every other year in at least one location)

**HSRV 326. Disability Awareness in the 21st Century**  
**3 hours**  
Prerequisite: HSRV 202.  
Students will examine contemporary issues impacting people with disabilities and their families. Topics include self-determination, advocacy, societal, economic, and environmental barriers, cultural competence, legislative/legal issues, and social, medical and psychological overview of disabilities. (Occasionally)

**HSRV 327. Career Development and Employment Models**  
**3 hours**  
Prerequisite: HSRV 202.  
Students will explore the major theories of career development and link these theories to the practice of career exploration and job placement with different populations and within different settings. Topics include job customization, labor market analysis, and the structure of educational, healthcare, and rehabilitation organizations. (Occasionally)

**HSRV 330. Conflict Resolution and Problem Solving**  
**3 hours**  
Prerequisites: HSRV 230; LBST 175, 180 or equivalent.  
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 facilitative relationships in the professional workplace. (Every Fall in at least one location)

**HSRV 340. Social Welfare Policy** (3 hours)
Prerequisites: HSRV 202; LBST 175, 180 or equivalent.
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. (Every year)

**HSRV 350. Family and the Court System** (3 hours)
Prerequisites: HSRV 202 or the introductory course in another major; LBST 175, 180 or equivalent.
Students will focus on issues including custody disputes following separation or divorce, foster care and adoption, school truancy and other status offenses, delinquent youth, and victimization of children, adolescents, the elderly, and other populations at risk. Students will also review the various types of competency evaluations, specifically those that apply to older adults. (Every year in at least one location)

**HSRV 360. Administration and Supervision** (3 hours)
Prerequisites: HSRV 202; LBST 175, 180 or equivalent.
Administration and supervision is a study of the concepts and methods of administration and supervision. Emphasis will be placed on development of techniques related to program planning and evaluation, leadership, staff development, and organizational assessment. (Occasionally)

**HSRV 365. Dynamics of Family Violence** (3 hours)
Prerequisites: HSRV 202 or the introductory course in another major; LBST 175, 180 or equivalent.
Students will review the current and historical theories regarding causation and treatment of family violence. Topics will include meaning, nature, and types of family violence; consequences of violence; preventive measures; and strategies for dealing with violence in the family. Specific emphasis will be given to community, interpersonal, and inter-generational influences on family violence. (Every year in at least one location)

**HSRV 370. Generalist Case Management** (3 hours)
Prerequisites: HSRV 202 or the introductory course in a related major; LBST 175, 180 or equivalent.
The purpose of this course is to give students a foundation in case management competencies. Topics and functions to be addressed include: historical perspective, models of case management, planning and assessment, coordination of services, and interviewing techniques. (Every year in at least one location)

**HSRV 380. Grant Proposal Development** (3 hours)
Prerequisites: HSRV 202, 306 or equivalent, or the introductory course in another major; LBST 175, 180 or equivalent.
Students will explore the key issues in the principles and techniques of the grant proposal development process. Topics covered include different types of foundations and grant awards, research options, grant research method, development of program objectives and means, and components of a proposal packet. (Every year in at least one location)

**HSRV 381. Advanced Grant Proposal Development** (3 hours)
Prerequisite: HSRV 380.
Students will gain the practical knowledge and skills involved in advanced grant proposal development with an emphasis on writing a complete grant and exploring the
interrelationships among grant proposal development, program planning, and evaluation. (Every year in at least one location)

**HSRV 390. Special Topics in Human Services (1-3 hours)**
Prerequisites: HSRV 202; LBST 175, 180 or equivalent.
A significant topic in human services which is not available through other program offerings will be studied in the classroom setting. (Occasionally)

**HSRV 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. (As needed)

**HSRV 401. Multicultural Issues and Professional Practice (3 hours)**
Prerequisites: HSRV 202; LBST 175, 180 or equivalent.
This course offers an introduction to multicultural 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 the mainstream United States population. Additional emphasis will be placed on the published ethical guidelines for human service providers with emphasis on professional practice. (Every year)

**HSRV 415. Older Adults in the 21st Century (3 hours)**
Prerequisites: LBST 175, 180 or equivalent; PSYC 227 or a 3 semester credit hour course in adult development.
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. (Every year)

**HSRV 475. Human Services Internship (3 hours)**
Prerequisites: Senior status; advance request; consent of program coordinator; LBST 175, 180 or equivalent.
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 coordinator. 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 (S) or unsatisfactory (U). Special fee. (Every semester in at least one location)

**HSRV 476. Human Services Internship (1-6 hours)**
Prerequisite: HSRV 475.
This course is designed to provide students with opportunities to continue using the skills and knowledge developed in HSRV 475. Note: Grade of satisfactory (S) or unsatisfactory (U). (As needed)
INFORMATICS (INFM)

INFM 110. Introduction to Informatics (3 hours)
Prerequisite: INSY 102 or equivalent.
Students will complete a brief survey of intellectual and technological history using the perspectives of data creation and information processing. This survey will define informatics, outline its development, and examine the conceptual and technological preconditions necessary for its appearance as a meaningful and practical intellectual construct. Topics considered include the roles of language and mathematics in defining our environment, the logical foundations of computing architecture, and the technologies that made modern computing possible. Students will also monitor current developments in the field and relate these to their current and future professional activities. Transfer credit will not be accepted for this course. Laboratory fee. (Every semester in at least one location or online)

INFM 115. Introduction to Informatics in Healthcare (3 hours)
Students will study the application of information technology in healthcare (health informatics) to advance personal health, public health, and health education and research by improving healthcare quality, patient safety, and reducing healthcare costs. Students will explore essential subjects in health informatics including: health data acquisition, storage, security, and use; electronic health records; decision support systems; telehealth and mobile-health; and human factors in health IT applications. Students will develop capacity to maintain confidentiality and security of health information by applying health informatics ethics and regulations. Laboratory fee. (Every year in at least one location or online.)

INFM 201. Introduction to Software Application Development and Human-Computer Interaction (3 hours)
Prerequisites: INSY102; LBST175, 180 or equivalent.
Students will review and plan their academic path through the Software Application Development and HCI major program. Students will examine the fundamentals of application software development life cycle and study the client-server web UI framework, front, end, full-stack application software development process with database support for multi-platform solutions. Students will practice fundamentals in human-centered interaction design. Students will engage in project-based learning to practice a simple application design and development solution with contemporary toolkits. Laboratory fee. (Every year in at least one location or online.)

INFM 202. Graphics and Interface Design (3 hours)
Prerequisite: INSY 102 or equivalent.
This course provides an opportunity to develop knowledge and skills required for manipulation of vector and pixel based graphics. It introduces image processing concepts and methods for optimizing the use of graphics and other multimedia components in web applications. As one of the key steps in the production cycle for web design, a prototype will be introduced and completed in high fidelity detail using software tools. Laboratory fee. (Every year in at least one location or online)

INFM 204. Digital Logic and Programming (3 hours)
Prerequisite: INSY 102 or equivalent.
Students will explore the relationships among digital logic, computer architecture, and programming. Using pseudocode, students will employ structured programming techniques to create computer-based decision processes and explore logical approaches to storage, manipulation, and presentation of data to support those processes. Because course material is not specific to any one programming language, students will be able to
employ a variety of available programming languages to demonstrate programming principles. Laboratory fee. (Every year in at least one location or online)

**INFM 205. Survey of Health Informatics (3 hours)**
Prerequisite: INSY 102 or equivalent.
This course will lay the foundation for how information technology is applied to healthcare. A survey of various concepts including evidence-based medicine, Electronic Health Record, Electronic Medical Record, Personal Health Record, eHealth, and health information exchange will be conducted. Specific focus will be on evidence-based medicine, data standards, health information system architecture, patient safety and health information privacy, security and ethics, electronic prescribing, the Telemedicine and Picture Archiving and Communication System, and quality improvement strategies. Laboratory fee. (Every year in at least one location or online)

**INFM 210. Introduction to Programming Concepts (3 hours)**
Prerequisite: INFM 204.
An introduction to programming language concepts for problem solving, this course introduces the syntax and semantics of several programming languages. Topics include: input/output, variables and data types, expressions and operators, regular expressions, conditional statements, iteration statements, design I (pseudo code), object models, design II (stepwise refinement), functions, and arrays. Laboratory fee. (Every year in at least one location or online)

**INFM 212. Web Development (3 hours)**
Prerequisite: INSY 102 or equivalent.
This course provides an introduction to design and development of applications for the World Wide Web, emphasizing client-side programming with an introduction to server-side programming, including an introduction to the main ideas and tools involved in designing and developing web-based applications. Students will learn to design, build, and publish web applications with special emphasis on hand coding. Laboratory fee. (Every year in at least one location or online)

**INFM 215. Computerized Information Technology in Healthcare (3 hours)**
Prerequisite: INFM 115 or INFM 205.
Students will study computer hardware and software used within and across healthcare facilities and also in wearable and mobile applications used outside healthcare facilities. Students will gain basic knowledge on how to implement, manage, and secure computerized applications, including knowledge in federal and state regulations, certification and security, security and confidentiality specifications, and standards of ethics for using these hardware and software. Laboratory fee. (Every year in at least one location or online.)

**INFM 225. Health Informatics Standardization (3 hours)**
Prerequisite: INFM 205.
This course provides an overview of information and resource sharing technology in the modern public health system, including an introduction to different standards used in the Public Health Information Network and resources available for public health research and data sharing. Emphasis will be placed on the structure and computerization of Electronic Medical Records (EMR) with common standards. Laboratory fee. (Every year in at least one location or online)

**INFM 301. Issues in Technology Management (3 hours)**
Prerequisites: INSY 102 or equivalent; LBST 175, 180 or equivalent.
Students will examine the impact of computer-based information technology and informatics on both individuals and the organizations in which they work. Various
approaches to the direction, planning, and management of computerized information technology will be considered. Students will assess the effect of information technology and informatics on the quality of their personal lives, as well as on their productivity within an organizational context. Laboratory fee. (As needed)

**INFM 310. Advanced Programming Concepts** (3 hours)
Prerequisites: INFM 210; MATH 225.
An introduction to Object-Oriented programming language concepts for problem solving, this course focuses on developing and implementing problem solutions using algorithms. Topics include principles of an algorithm, data structures, and abstract data types. Laboratory fee. (Every year in at least one location or online)

**INFM 312. Data Base Design and Data Processing** (3 hours)
Prerequisite: INFM 204 or consent of advisor.
An introduction to database design principles that underlie the relational model of data and a consideration of their links to problem-solving and programming logic. Topics include formal query languages, SQL, query optimization, relational database design theory, data mining, and an introduction to visual tools for building database applications. Laboratory fee. (Every year in at least one location or online)

**INFM 313. Data Base Design and Data Processing II** (3 hours)
Prerequisite: INFM 312.
Students will carry out in-depth study on Structure Query Language (SQL) including topics in data, data mining, and SQL on Big Data. Students will use real-world project assignments to practice database design and development. Students will use SQL skills to solve problems in data management and data science. Laboratory fee. (Every year in at least one location or online.)

**INFM 316. Data Analytics** (3 hours)
Prerequisites: INSY 102 or equivalent; MATH 220, 225; INFM 312 or equivalent.
Students will use computer-based techniques to capture, organize, and process data, create information, and integrate this work into various real-world problem-solving and decision-making processes. Laboratory fee. (Every year)

**INFM 321. Technology and Culture** (3 hours)
Prerequisites: INSY 102 or equivalent; LBST 175, 180 or equivalent.
This course examines the relationships between culture and technology while emphasizing the impact 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 course curriculum to technical aspects of data processing, information delivery, and informatics. Laboratory fee. (As needed)

**INFM 322. Introduction to Multimedia and Web Design Tools** (3 hours)
Prerequisites: INSY 102 or equivalent; LBST 175, 180 or equivalent.
This course introduces basic concepts of multimedia presentation and website design, including use of presentational graphics programs and web design tools as well as an overview of web design processes. Students will use both basic and professional web design tools for text, graphics, webpage layout, website structure and website publishing. Laboratory fee. (Every year in at least one location or online)

**INFM 325. Management of Computer and Information Systems** (3 hours)
Prerequisites: INFM 110, 312.
Students will build knowledge of managerial computer and information systems and their applications in organizations, including strategic planning, risk management, security, compliance issues, data processing and information flows within these systems. Students will review issues that can arise from development and application of computer and
information systems within an organization and study decision models and techniques that provide management information systems with problem solving capabilities. Students will engage in project-based learning to practice the implementation of solutions facilitated by information systems in an organizational context. Laboratory fee. (Every year in at least one location or online.)

**INFM 331. Decision Theory** (3 hours)
Prerequisites: INFM 204; PSYC 111; LBST 175, 180 or equivalent.
Students will examine the impact of computerized information systems and modern database applications on individual and organizational decision-making processes. Decision-making will be examined from various classical theoretical and psychological perspectives and students will develop a coherent working description of the role of computerized data storage and processing in modern decision practice. Students will complete a dynamic reality-based case study using a functional computerized decision support or expert system. Laboratory fee. (Every year in at least one location or online)

**INFM 332. Client – Server Development** (3 hours)
Prerequisites: INFM 212, 312; LBST 175, 180 or equivalent.
This course emphasizes advanced client-server programming and introduces students to server-side administration. Students will acquire the skills necessary to implement efficient client-server communication and create databases for a dynamic web application. Laboratory fee. (Every year in at least one location or online)

**INFM 335. Basic Biostatistics, Health Data Processing, and Literature Evaluation** (3 hours)
Prerequisites: INSY 102 or equivalent; LBST 175, 180 or equivalent; MATH 220; SCIE 230.
Students will develop an understanding of fundamental biostatistics and the basic procedure of health informatics related research. Students will examine and evaluate published literature in terms of health related statistical data collection, data processing and research design on those data. Statistical programming techniques and contemporary data mining and statistical analysis software packages will be emphasized throughout the course for calculating, interpreting and understanding collected data sets. Laboratory fee. (Every year in at least one location or online)

**INFM 340. IT Innovation and Informatics** (3 hours)
Prerequisites: INFM 204, 325.
Students will study fundamental concepts and issues in informatics and innovation in information technology (IT) related to their cognate area. Students will explore new IT innovation opportunities and conduct research on the use of a technology to improve organizational functions and/or benefit society. Students will study innovation processes in information technology from conception to the development of a proof-of-concept to implement and scale-up an idea, including identifying an opportunity, conducting user and market research, assessing professional ethics and standards, building a team, developing a solution with IT components, and applying risk management. Students will begin to formally explore opportunities for a capstone project in their cognate area. Laboratory fee. (Every year in at least one location or online.)

**INFM 350. Digital Networks and Cybersecurity** (3 hours)
Prerequisite: INFM 204.
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 will learn the operational theory of mid-level access control protocols, including Ethernet and token ring. Laboratory fee. (Every year in at least one location or online)
INFM 353. Network Defense (3 hours)
Prerequisite: INFM 350.
Students will examine commonly employed basic network defense techniques. Students will analyze different logical and physical network security protocols, study concepts such as firewalls, traffic analysis, intrusion detection/prevention, cyber-attack detection, and wireless and mobile security, and practice with the tools and methods used to detect and prevent or slow down network breaches. Laboratory fee. (Every year in at least one location or online.)

INFM 355. Systems Analysis and Design (3 hours)
Prerequisites: INFM 204, 312 with grade of “C” or above; LBST 175, 180 or equivalent.
This course provides an introduction to systems design skills required for organizational information engineering. Topics include assessment of information systems performance successes and failures, preparation of preliminary systems analysis documents, and conceptual design of new information systems necessary to meet organizational needs, as well as a strong foundation in systems analysis and design concepts, methodologies, techniques, and tools. Laboratory fee. (Every year in at least one location or online)

INFM 372. Human-Computer Interaction and Design (3 hours)
Prerequisites: INSY 102 or equivalent; LBST 175, 180 or equivalent; PSYC 111.
This course explores how people interact with computers during computer operation and software task performance. Students will examine cognitive, physical, and social characteristics that affect how one approaches computer use and apply that knowledge to effective computer system design. Students will work on both individual and team projects to design, implement and evaluate computer interfaces. This course is open to students from all disciplines. Laboratory fee. (Every year in at least one location or online)

INFM 382. Mobile Applications Development (3 hours)
Prerequisites: INFM 202, 212, 210, 312, 355, 372; LBST175, 180 or equivalent.
Students will study the mobile application framework and the methodology and technical needs for user-centered mobile application software design and development. Students will analyze and design architecture for mobile application development. Students will explore a variety of software development kits (SDK) available in the market for app development. Students will engage in project-based learning to practice the design and implementation of a mobile application. Laboratory fee. (Every year in at least one location or online.)

INFM 390. Special Topics in Informatics (1-3 hours)
Prerequisite: Consent of instructor or department chair.
This is the study of some significant topic in any informatics discipline which is not available through some other program offerings. Laboratory fee. (As needed)

INFM 395. Directed Study in Informatics (1-3 hours)
Prerequisite: Consent of instructor or department chair.
This course allows the student to explore, in greater depth, a topic raised in established Informatics courses. Laboratory fee. (As needed)

INFM 400. Research Methods and Project Planning/Management (3 hours)
for Information Technology and Informatics
Prerequisites: All other Information Technology and Informatics major courses except capstone.
Students will study and use key methodological approaches employed in research projects. Students will study concepts of project planning and management that can be used to address real-world issues through the use of innovative technology and address professional standards of ethics that apply to technology project research. Students will
demonstrate the ability to carry out research to design a technology solution in their approved cognate area of study by developing a proposal for a new application or an emerging technology solution to solve a real-world problem. Laboratory fee. (Every year in at least one location or online.)

**INFM 405. Research Methods and Project Planning/Management (3 hours)**
Prerequisites: INFM 355; LBST 175, 180 or equivalent.
This course will introduce key methodological approaches employed in research projects. Students will have the opportunity to explore and learn about differing theoretical paradigms, techniques, methods and considerations that need to be addressed when designing an informatics-based research study. Students will also review some of the methodological issues associated with specific informatics research designs. Students will learn the concepts of project planning. Fundamental tools and techniques used for project planning and management will be applied to real-time case studies. Laboratory fee. (Every year in at least one location or online)

**INFM 412. Agile Methodologies and Usability Testing (3 hours)**
Prerequisites: INFM 355, 372; LBST 175, 180 or equivalent;
Students will explore the agile mindset in software development. Students will explain the key methodology and practices for an agile software development process. Students will apply agile development framework to a practical project with real client involvement in a teamwork setting, which may potentially lead to student capstone projects. Students will use contemporary agile tools for project planning and management. Students will engage in project-based learning to practice the implementation of solutions with usability testing and delivery process. Laboratory fee. (Every year in at least one location or online.)

**INFM 415. Research Methods and Project Planning/Management (3 hours) for Health Informatics**
Prerequisite: INFM 372.
Students will study and use key methodological approaches employed in research projects. Students will explore differing theoretical paradigms, techniques, methods and considerations that need to be addressed when designing research in the context of health informatics. Students will study concepts of project planning and management and apply fundamental tools and techniques of those fields to develop a research proposal for a real-time, real-world issue in health informatics. Laboratory fee. (Every year in at least one location or online.)

**INFM 475. Technology Internship (3-9 hours)**
Prerequisites: Senior status and consent of advisor.
Students will apply academic training in practical technology settings. Requests for internships must be made in advance of the start of the semester and approved by the program coordinator. These internships are available only to students in the technology majors in the Department of Mathematics, Science, and Informatics. A maximum of 3 credit hours may be applied to the major. An additional 6 credit hours of internship may be counted as general electives. Note: Grade of Satisfactory or Unsatisfactory. Special Fee. (As needed)

**INFM 480. Capstone Project for Information Technology and Informatics (3 hours)**
Prerequisites: All other Information Technology and Informatics majors courses and consent of advisor.
Students will execute the research proposal developed in INFM 400. Laboratory fee. (Every year in at least one location or online.)
INFM 482. Capstone Project for Software Application Development and Human Computer Interaction (3 hours)
Prerequisites: All other courses required for the major and consent of advisor. Students will execute the research proposal developed in INFM 412. Laboratory fee. (Every year in at least one location or online.)

INFM 485. Capstone Project for Health Informatics (3 hours)
Prerequisite: All other health informatics courses and consent of advisor. Students will execute the research proposal developed in INFM 415. Laboratory fee. (Every year in at least one location or online.)

INFM 498. Informatics Capstone (3 hours)
Prerequisites: All other Informatics courses and consent of advisor. Students will execute the research proposal developed in INFM 405. Laboratory fee. (Every year in at least one location or online)

INFORMATION SYSTEMS (INSY)

INSY 102. Introduction to Digital Communication (3 hours)
Prerequisite: Basic keyboarding skills or equivalent. Students will use computing hardware and software for both formal and informal communication while learning appropriate digital communication behavior. Students will design digital documents incorporating multiple ways to display data and information using personal productivity (word processing, spreadsheet, database development, and presentation) software. Laboratory fee. (Every semester in at least one location)

INSY 387. Social Services and Public Safety Information Systems (3 hours)
Prerequisites: HSRV 202 or SOCI 111 or advisor permission; INSY 102 or INFM 110 or advisor permission; LBST 175, 180 or equivalent. Students study information technology's uses in the social services and law enforcement, including its relevance to organizational clients, potential clients, practitioners, administrators, funding providers, and other interested stakeholders. Topics covered will include use of real-time information systems to support organizational operations and service delivery; the “global” information infrastructure used to coordinate and administer human services, law enforcement, and public safety; and an overview of information systems development processes. Laboratory fee. (Every two years in at least one location or online)

INSY 391. Computer Privacy, Ethics, Crime, and Society (3 hours) (Cross-listed with CRJS 391)
Prerequisites: INSY 102 or INFM 110 or advisor permission; LBST 175, 180 or equivalent. Students will examine the real and potential cyber threats faced by both organizations and individuals who are targeted by computer criminals, vandals, and hackers. Topics include a survey of “digital ethics,” examination of computer resources and technologies available to law enforcement personnel, and criminal computer activities. Laboratory fee. (Every two years in at least one location or online)

LIBERAL STUDIES (LBST)

LBST 175 and LBST180. 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 ranging from writing personal narratives to research papers. Students
must register for both courses within the same semester. Students who are unable to complete LBST 180 in the same semester in which they are enrolled in LBST 175 may enroll in LBST 180 in the following semester with the same instructor, when possible or another instructor with the approval of the College Writing Coordinator. Students who fail LBST 180 following successful completion of LBST 175 may be allowed to repeat LBST 180 only, as reviewed on a case by case basis by and with the approval of the College Writing Coordinator.

LBST 175. Academic Writing I: Education and Experience  (3 hours)
Prerequisite: FDLS 130. Students must receive a grade of C or higher in FDLS 130 or an adequate writing proficiency score prior to enrollment in LBST 175.
LBST 175 is 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. (Every year in at least one location)

LBST 180. Academic Writing II: Vocation and Values  (3 hours)
Prerequisite: LBST 175. Students must receive a grade of C or higher in LBST 175 prior to enrollment in LBST 180.
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. (Every year in at least one location)

LBST 205. Introduction to Technical Writing  (3 hours)
Prerequisites: LBST 175, 180 or equivalent.
This course introduces students to conventions of technical writing. Students will learn components of text analysis and analyze texts pertinent to their academic programs (for example, public safety, leadership, human resources, human services). Students will gain competency in the construction of technical texts such as incidence reports, manuals, and procedures. (Occasionally)

LBST 210. The Idea of the University  (3 hours)
Prerequisites: LBST 175, 180 or equivalent.
This course introduces the different conceptions of higher education that 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. E-portfolio fee. (Every year in at least one location)

LBST 250. Arts and Ideas I: Ancient and Medieval Culture  (3 hours)
Prerequisites: LBST 175, 180 or equivalent.
Students will identify common themes in the arts and the humanities of Ancient and/or Medieval Culture. The course may be conducted as a survey or with a focus on particular periods, places, artists, or ideas. (Every year in at least one location)

LBST 255. Arts and Ideas II: Modern Culture  (3 hours)
Prerequisites: LBST 175, 180 or equivalent.
Students will identify common themes in the arts and the humanities of Modern Culture. The course may be conducted as a survey or with a focus on particular periods, places, artists, or ideas. (Every year in at least one location)

**LBST 275 and LBST 280 Critical Thinking, Writing and Citizenship Seminars**

These courses focus on the analysis and practice of argument. The premise is that citizenship requires an ability to analyze and develop arguments. Designed to augment the academic writing seminars, each of these courses may be taken either as an intermediate-level course in critical thinking and writing, or to fulfill the general education requirement. Students may take one or both of the courses. Students majoring in Liberal Studies will take one of these courses.

**LBST 275. Argument: Social Thought and Citizenship** (3 hours)
Prerequisites: LBST 175, 180 or equivalent.
Students will engage in critique and respond to arguments in primary texts of social thought (from Aristotle to Zizek) that are formative of social, historical, cultural, political, and theoretical perspectives of citizenship. Through close reading and thoughtful analysis of these primary materials, students will demonstrate an ability to participate effectively in argument on the nature of citizenship and civic engagement. (Every year in at least one location)

**LBST 280. Argument: Public Discourse and Citizenship** (3 hours)
Prerequisites: LBST 175, 180 or equivalent.
Students will engage in critique and respond to arguments in varied forms of public discourse.
Through the study of a wide range of primary materials (including, but not limited to, newspaper accounts, narratives written for a general public, historical documents such as treaties, constitutions, or laws, and cultural artifacts such as film/tv, paintings, or music) that address significant events or issues from different cultural perspectives, students will reflect and write on the different “publics” one may belong to while participating in effective analysis and development of arguments in public discourse. (Every year in at least one location)

**LBST 302. Studies of Cultures in Contact** (3 hours)
Prerequisites: 60 credits; LBST 175, 180 or equivalent.
Students will engage issues of ethics and social justice across cultures and disciplines through a cross-disciplinary study of the issues which arise when different cultures come into contact with each other. Students will also engage each other in a seminar format. The topic of any individual seminar may vary, but in each case students will be asked to synthesize the practices of interpretation, explanation, and communication while articulating how best to act in light of what one has learned. Students taking this course will fulfill their Engagement and Citizenship requirement. (Every year in at least one location)

**LBST 303. Issues of Justice in a Global Community** (3 hours)
Prerequisites: 60 credits; LBST 175, 180 or equivalent.
Students will engage issues of ethics and social justice across cultures and disciplines through a cross-disciplinary study of the global dimension of social ethics. Students will also engage each other in a seminar format. The topic of any individual seminar may vary, but in each case students will be asked to synthesize the practices of interpretation, explanation, and communication while articulating how best to act in light of what one has learned. Students taking this course will fulfill their Engagement and Citizenship requirement. (Every year in at least one location)
LBST 305. Globalization and Citizenship (3 hours)
Prerequisites: 60 credits; LBST 175, 180 or equivalent.
Students will engage issues of ethics, social justice, and citizenship that arise as a result of the processes of globalization in a cross-cultural/cross-disciplinary manner. Whether the global changes that are focused on in this seminar are predominately cultural, economic, environmental, health-related, political, social, or technological, students will develop the capacity to reflect on how best to respond to such changes. The topic of any individual seminar may vary, but in each case students will be asked to synthesize the practices of interpretation, explanation, and communication while articulating how best to act in light of what one has learned. Students taking this course will fulfill their Engagement and Citizenship requirement in General Education. (Every year in at least one location)

LBST 310. Liberal Studies Thinking and Writing (3 hours)
Prerequisite: LBST 210. Students must receive a grade of C or higher in LBST 210 prior to enrollment in LBST 310.
Students will learn basic methods of interdisciplinary interpretation, research, and writing and will propose a research topic to be developed in their liberal studies major. Students will learn how to conduct a scholarly literature review, construct an annotated bibliography, develop a research topic or question, and use primary and secondary data sources pertinent to their areas of concentration. E-portfolio fee. (Every year at one location or online)

LBST 360. Critical Approaches to Interdisciplinary Inquiry (3 hours)
Prerequisites: LBST 175, 180, and 310.
Students will engage in a critical interdisciplinary study of the principles and practices of interpretation that cut across disciplines, different areas of concentration, and fields of inquiry. E-portfolio fee. (Every year in at least one location)

LBST 390. Special Topics in Liberal Studies (1-3 hours)
Prerequisites: LBST 175, 180 or equivalent.
A cross-disciplinary study of some significant topic in the general area of liberal studies which is not available through other program offerings. Students may enroll in additional sections of this course when different topics are addressed. (Occasionally)

LBST 490. Advanced Reading Seminar (3 hours)
Prerequisites: LBST 175, 180 or equivalent.
Either an interdisciplinary, in-depth study of a single author whose work and writings have focused on globally significant sociological, cultural, historical, and/or scientific issues over the course of time or the study of a work that has provoked critical and creative responses over time. This course is designed for students who wish to pursue the close reading of an author or work while simultaneously broadening their scopes of study to the author and subject, as well as the intellectual movements influenced and affected by the author or work under discussion. This course may be repeated for credit if it covers a different author or work. (Occasionally)

LBST 498. Liberal Studies Capstone (3 hours)
Prerequisites: LBST 210, 310.
Limited to Liberal Studies majors in the final semester of their program.
Varying topics will be addressed in an interdisciplinary fashion, with an emphasis on articulating, analyzing, and interpreting the ways we envision ourselves in our everyday practices with others. In this context, students will also share with each other, in a portfolio, the ways in which their chosen fields of inquiry have shaped their sense of themselves in relation to the world around them. E-portfolio fee. (Every year in at least one location)
LITERATURE (LITR)

LITR 115. Readings in World Literature, Religion, and Citizenship
(Cross-listed with RELG 115)
Students will read and demonstrate a capacity to interpret primary texts in world literature and religion in relation to questions about what it means to be a citizen. (Every year in at least one location)

LITR 207. Topics in World Literature
Prerequisites: LBST 175, 180 or equivalent.
"World Literature" names those works of literature that have a life of their own in translation and/or are transcultural or transnational in character. Students will be called upon to demonstrate an ability to interpret such works of literature in relation to the diverse world those works display, comment upon and help to shape. (Every year in at least one location)

LITR 247. Topics in British Literature
Prerequisites: LBST 175, 180 or equivalent.
Students will study literature from the British Isles and/or former British colonies, focusing on an historical period, literary movement or theme. This study will include close reading and comparison of texts. Students will articulate meaning and context of those texts orally and in writing, using a variety of theoretical approaches. Students may enroll in additional sections of LITR 247 when different topics are addressed. (Every year in at least one location)

LITR 277. Topics in U.S. Literature
Prerequisites: LBST 175, 180 or equivalent.
Students will study literature from the United States, focusing on an historical period, literary movement or theme. This study will include close reading and comparison of texts. Students will articulate meaning and context of those texts orally and in writing, using a variety of theoretical approaches. Students may enroll in additional sections of LITR 277 when different topics are addressed. (Every year in at least one location)

LITR 334. Forms and Figures of Literature
Prerequisites: LBST 175, 180 or equivalent.
Students will study a significant literary form or the works of a particular figure of literary history, examining multiple works in relation to the society they display, comment upon and help to shape. This study will include close reading and comparison of texts while introducing key concepts and theories of literary studies. Students will articulate meaning and context of those texts orally and in writing, using a variety of theoretical approaches. Students may enroll in additional sections of LITR 334 when different topics are addressed. (Every year in at least one location)

LITR 356. Literature of the South
Prerequisites: LBST 175, 180 or equivalent.
Students will study the literary traditions of the American South, examining Southern works of Literature in relation to the society those works display, comment upon, and help to shape. Students will be introduced to and discuss theories and key concepts for examining both the literature and its relationship to the region. (Every two years in at least one location)

LITR 370. Interdisciplinary Approaches to Literature
Prerequisites: LBST 175, 180 or equivalent.
Students will examine works of literature that reflect the influence of interdisciplinary fields of inquiry, such as Women’s Studies, African American Studies, or Psychoanalysis. Students will be introduced to and discuss theories and key concepts of the
interdisciplinary fields utilized in class, studying literary texts in that context, focusing on the society those works display, comment upon and help to shape. (Every two years in at least one location)

LITR 390. Special Topics in Literature (1-3 hours)
Prerequisites: LBST 175, 180 or equivalent.
Students will analyze and interpret a significant topic in literature that is not available through other program offerings. Students may enroll in additional sections of this course when different topics are addressed. (Occasionally)

LITR 395. Independent Study in Literature (1-3 hours)
Prerequisites: Consent of advisor; LBST 175, 180 or equivalent.
The student will critically analyze an area or subject not available in established Literature courses. (Occasionally)

LITR 407. Advanced Topics in World Literature (3 hours)
Prerequisites: LBST 175, 180 or equivalent; one literature course.
"World Literature" names those works of literature that have a life of their own in translation and/or are transcultural or transnational in character. Students will be called upon to demonstrate an ability to interpret such works of literature in relation to the diverse world those works display, comment upon and help to shape. In addition to work required of students in LITR207, students enrolled in LITR407 will engage in supplemental reading and produce additional substantive academic work. (As needed)

LITR 447. Advanced Topics in British Literature (3 hours)
Prerequisites: LBST 175, 180 or equivalent; one literature course.
Students will study literature from the British Isles and/or former British colonies, focusing on an historical period, literary movement, or theme. This study will include close reading and comparison of texts. Students will articulate meaning and context of those texts orally and in writing, using a variety of theoretical approaches. In addition to work required of students in LITR 247, students enrolled in LITR 447 will engage in supplemental reading and produce additional substantive academic work. (As needed)

LITR 477. Advanced Topics in U.S. Literature (3 hours)
Prerequisites: LBST 175, 180 or equivalent; one literature course.
Students will study literature from the United States, focusing on an historical period, literary movement, or theme. This study will include close reading and comparison of texts. Students will articulate meaning and context of those texts orally and in writing, using a variety of theoretical approaches. In addition to work required of students in LITR277, students enrolled in LITR477 will engage in supplemental reading and produce additional substantive academic work. (As needed)

MATHEMATICS (MATH)

MATH 120. Intermediate Algebraic Procedures and Foundations for Statistics (3 hours)
Prerequisite: Adequate mathematics proficiency assessment score or a grade of C or better in FDLS 115.
After a review of polynomial operations and radicals, students will factor expressions or use the quadratic formula to solve polynomial equations. Students will graph linear equations, determine the slope and intercepts of lines, write linear functions, and solve real problems involving linear relationships, including solving systems of linear equations in two variables. Students will also apply statistical terminology and procedures to explore, visualize, and analyze univariate and bivariate data as well as explain the basic types of data and good data collection and sampling methodology. (Every Fall and Spring semester in at least one location)
MATH 129. Modeling Functions with Graphs and Tables (3 hours)
Prerequisite: MATH 120 with a grade of C or better, or adequate mathematics proficiency assessment score.
Students will learn about the importance of mathematical modeling in a scientifically-oriented society with an emphasis on the mathematics of life experiences. Mathematical content will be explored contextually and will include modeling of linear, exponential, polynomial, power, and rational functions using technology (graphing calculator) as a leading tool. (Every Fall and Spring semester in at least one location)

MATH 130. Topics in Precalculus (3 hours)
Prerequisite: MATH 120 with a grade of C or better, or adequate mathematics proficiency assessment score.
An introduction to polynomial, rational, exponential, and logarithmic functions using algebraic and graphical procedures. Students will recall, apply, and demonstrate their analytical skills using applications of the above-mentioned functions. Graphing calculator is required. (Every Fall and Spring semester in at least one location)

MATH 140. Reasoning, Sense Making and Practical Applications of Mathematical Concepts (3 hours)
Prerequisite: MATH 120 with a grade of C or better, or adequate mathematics proficiency assessment score.
Through engagement in a variety of activities, projects, and assignments, students will learn how to reason mathematically. When given mathematical questions or problems, students will make sense of the given information and formulate a plan to address the questions and/or solve the problems. Multiple applications of topics such as Set Theory, Logic, Number Theory and Systems, Geometry, Mathematics of Finance, Probability and Statistics, and Voting and Apportionment will be discussed from the perspective of everyday settings and real life situations. (Every Fall and Spring semester in at least one location)

MATH 150. Analytical Trigonometry (3 hours)
Prerequisite: MATH 130 with a grade of C or better.
This course is a "functions" approach to the study of trigonometry. Trigonometric identities and equations, applications of trigonometry, the laws of sines and cosines, and polar and parametric equations will be examined. A graphing calculator is required. (As needed)

MATH 160. Investigations in Geometry (3 hours)
Prerequisite: MATH 120 with a grade of C or better, or adequate mathematics proficiency assessment score.
Mathematical reasoning skills will be exercised as foundational material explored by the class and by students individually. Students will pose questions, surmise hypotheses, collect supporting data, and devise and evaluate analytical arguments, including direct and indirect methods of proof, to justify conclusions related to Euclidean and solid geometry. (Every Fall or Spring semester in at least one location)

MATH 181. Calculus for the Social and Life Sciences (3 hours)
Prerequisite: MATH 130 with a grade of C or better.
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. (Every Fall and Spring semester in at least one location)

MATH 220. Applied Statistical Methods (3 hours)
Prerequisite: MATH 120 with a grade of C or better, adequate mathematics proficiency assessment score.
An introduction to basic descriptive and inferential statistics. Topics include measures 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 on mathematical theory. (Every Fall and Spring semester in at least one
location or online)

MATH 225. Topics in Discrete Mathematics (3 hours)
Prerequisite: MATH 130 with a grade of C or better.
In this course students learn a foundation of mathematical elements related to computers
and information technology to help them evaluate the surety of their conclusions and to
increase their success in problem-solving and programming. Logic and methods of proof
(including mathematical induction) and problem-solving techniques are applied to
technology topics which involve logical statements, functions, sequences, congruence,
etc. In addition, students apply methods of counting to database operations (union,
intersection, etc.), password or encryption technology (involving elements from
combinatorics), recursion (loop constructs), and other related topics. (Every year in at least
one location or online)

MATH 230. Introduction to Abstract Mathematics (3 hours)
Prerequisite: MATH 181 with a grade of C or better.
Students will examine basic set theory, symbolic logic, and methods of proof, including
mathematical induction. Relations, partitions, partial orders, functions, and graphs will
also be considered. (Every Fall or Spring semester in at least one location)

MATH 282. Calculus for the Social and Life Sciences II (3 hours)
Prerequisite: MATH 181 with a grade of C or better.
The course discusses related rates, applications of the exponential and logarithmic
functions, the definite integral, and integration techniques. A graphing calculator is
recommended. (As needed)

MATH 310. Linear Algebra (3 hours)
Prerequisite: MATH 181 with a grade of C or better.
An Introduction to Linear Algebra. Topics will include geometric vectors in two and three
dimensions and their linear transformations, the algebra of matrices, determinants,
solutions of systems of equations, eigenvalues, and eigenvectors. (As needed)

MATH 390. Special Topics in Mathematics or Mathematics Education (2-3 hours)
Prerequisite: Consent of subject coordinator.
This course is a study of a significant topic in mathematics or mathematics education which
is not available through other program offerings. (As needed)

MATH 410. History of Mathematics (3 hours)
Prerequisites: Math 160 with a grade of C or better; Math 181 with a grade of C or better.
An exploration of mathematical development across varying cultures from antiquity
through modern times. Topics include early number systems, mathematics of ancient
civilizations, classical mathematics, medieval and renaissance mathematics, modern
mathematics, and women in mathematics. (As needed)

MODERN FOREIGN LANGUAGES

FRENCH (FREN)

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. (Occasionally)
FREN 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. (Occasionally)

GERMAN (GERM)

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. (Occasionally)

GERM 102. Elementary German II (3 hours)
Prerequisite: GERM 101 with a grade of C or better.
This course is a continuation of the subjects presented in GERM 101 with an emphasis on reading comprehension. (Occasionally)

SPANISH (SPAN)

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. (Occasionally)

SPAN 102. Elementary Spanish II (3 hours)
Prerequisite: SPAN 101 with a grade of C or better.
Elementary Spanish II is a continuation of the subjects presented in SPAN 101 with an emphasis on reading comprehension. (Occasionally)

SPAN 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. (Occasionally)

MUSIC (MUSC)

MUSC 150. Music Appreciation (3 hours)
As students explore western music medieval through contemporary, they will learn to discern and identify instruments within the orchestral families and to distinguish among the practices and characteristics associated with different musical periods and their representative composers and works. The course will require attendance at a concert of the student’s choice, as well as a final presentation on an assigned topic. (Every year in at least one location)

NUTRITION (NUTR)

NUTR 206. Nutrition (3 hours)
Prerequisite: SCIE 100 or other lab science course.
Students will study normal nutrition needs throughout the human life cycle and application of good nutrition principles for wellness and nutrition therapy. Students will also examine diet modifications that are recommended for disease states in the major organ systems and the rationale for these modifications. Alterations in normal feeding practices and evaluation of nutrition status will be analyzed. (Every semester in at least one location or online)
ORGANIZATIONAL LEADERSHIP (ORGL)

ORGL 210. Foundations of Leadership (3 hours)
Students will examine, 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. (Every semester in at least one location or online)

ORGL 215. Women and Leadership (3 hours)
Students will analyze and explain the unique challenges, constraints, and opportunities currently facing women who move into leadership positions in organizations. Topics may include managing diversity, the dynamics of power, authority and influence, inhabiting difference, and the social expectations pertinent to women. (Every year in at least one location or online)

ORGL 320. Human Behavior in Organizations (3 hours)
Prerequisites: LBST 175, 180 or equivalent; ORGL 210 or the introductory course to your major.
Students will focus on the concepts that provide a foundation for the understanding of individual and group behavior in profit, nonprofit, and voluntary organizations, with special emphasis on typical interpersonal and leadership relationships. (Every Fall and Spring semester)

ORGL 329. Leadership and Civic Engagement (3 hours)
Prerequisite: ORGL 380.
This course provides students with the knowledge to fully understand and apply the Social Change Model of Leadership Development in order to become a socially responsible leader and an active and engaged citizen. (As needed)

ORGL 330. Budgeting for Nonfinancial Leaders (3 hours)
Prerequisites: LBST 175, 180 or equivalent; general education math requirement; ORGL 210 or the introductory course to your major.
Students will learn effective budgeting and fiscal methodologies used by nonfinancial leaders to support the mission and goals of the organization. Students will examine budgeting processes, explore the relationship between expense and income, and analyze financial reports to assess the financial health of the organization. (Every Fall and Spring semester)

ORGL 334. Governance and Advocacy (3 hours)
Prerequisite: ORGL 380.
Students will explore advocacy and lobbying as an important and effective part of what community organizations to with an emphasis on creating and maintaining an effective board of directors for the nonprofit organization. (Every year in at least one location)

ORGL 335. Contemporary Global Issues (3 hours)
Prerequisites: LBST 175, 180 or equivalent; ORGL 210 or the introductory course to your major.
Students will examine the impact of current social, economic, political, technological, and other contemporary issues, including historical perspectives, on the role of leaders in a world that is becoming increasingly complex. (Every Fall and Spring semester)

ORGL 339. Mentoring and Networking (3 hours)
Prerequisite: ORGL 380.
Students will explore networking strategies and the essentials of mentoring. This skills-based course is designed for students to get practical guidance on setting up or developing
mentoring/networking schemes and learning the pitfalls to avoid. Particular attention is given to the skills of non-directive mentoring, where mentors enable mentees to think more for themselves and learn to solve their own problems. (Every year in at least one location)

**ORGL 350. Values, Ethics, and Leadership Practice** (3 hours)
Prerequisites: LBST 175, 180 or equivalent; ORGL 210 or the introductory course to your major.
Students will examine the role of values in ethical decision making and in determining the moral obligations of leaders and followers. The course also places an emphasis on critical analysis and the application of ethical principles to contemporary leadership decisions and actions. (Every semester in at least one location)

**ORGL 355. Leadership in Nonprofit Organizations** (3 hours)
Prerequisites: LBST 175, 180 or equivalent; ORGL 210 or the introductory course in your major.
Students will be introduced to the roles and duties of a leader, supervisor, or governing board member of a nonprofit organization. Students will review theory and investigate specific methods of behavior of nonprofit organization leaders. (Every Fall and Spring semester)

**ORGL 380. Applied Research Methods** (3 hours)
Prerequisites: ORGL 320; COMM 350 or PFST 435.
Students will study the basic methods, techniques, and procedures of applied research. Course goals include understanding the purpose of research, research design, and research methods. Applied research is the application of the scientific method to solving practical problems; research design is the plan for the application of accepted practices; and research methods provide models for suitable collection, organization and analysis of data for decision making and to contribute to the knowledge base. Students will be introduced to both quantitative and qualitative methods employed in conducting applied research projects. An outcome of this course is the development of the research proposal. (Every Fall and Spring semester)

**ORGL 390. Special Topics in Organizational Leadership** (1-3 hours)
Prerequisites: LBST 175, 180 or equivalent.
This course is an interdisciplinary study of some significant topic in the general area of leadership which is not available through other program offerings. Offered occasionally in lieu of another organizational leadership course as an independent study. (As needed)

**ORGL 445. Dimensions of Servant Leadership** (3 hours)
Prerequisite: ORGL 380.
Students will examine the servant-leader concept in relationship to the individual, the workplace, the community, and the world. Particular attention will be given to how the servant-leader affects team-oriented approaches to leadership and management in organizations. (Every semester in at least one location)

**ORGL 460. Strategic Leadership** (3 hours)
Prerequisite: HRAD 305 or ORGL 380.
Students will study 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. (Every semester in at least one location or online)

**ORGL 470. Organization Development and Change** (3 hours)
Prerequisite: HRAD 305 or ORGL 380.
Students will study 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. (Every semester in at least one location)

**ORGL 476. Experiential Leadership Project** (3 hours)
Note: Students with less than 4 years of work experience and have not served in a leadership capacity are required to take ORGL 476.
Prerequisites: Completion of concentration courses.
Students will design and implement an experiential Leadership Project. This individual (or small group) project may relate to the participant’s current employment; volunteer activities; or an entirely new endeavor within the public, business, or non-profit sectors. Students will articulate a clear project vision, empower others to work as a team, creative problem solving, the constructive assessment of self and others in relation to leading a project, and the effective use of mentor relationships. (As needed)

**ORGL 498. Organizational Leadership Senior Seminar** (3 hours)
Prerequisites: ORGL 380; limited to Organizational Leadership majors in their final year of the program.
Students in the organizational leadership program will take this course as the culminating experience in the major. Leadership topics include best practices in leadership development, the challenges facing leaders, and the future of leadership in a global society. Students will prepare written reports on a variety of topics covered throughout their undergraduate curriculum and students will then defend their position on the topic. (As needed)

**PHILOSOPHY (PHIL)**

**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). (Occasionally)

**PHIL 215. Foundations of Ethics** (3 hours)
Students will explain how we make ethical decisions with reference to important theories and thinkers. (Every year in at least one location)

**PHIL 390. Special Topics in Philosophy** (3 hours)
Prerequisites: LBST 175, 180 or equivalent.
Special Topics in Philosophy is a study of some significant topic in philosophy which is not available through other program offerings. (Every year in at least one location)

**PHYSICAL SCIENCE (PHYS)**

**PHYS 106. Earth Systems Science** (3 hours)
Prerequisite: SCIE 100.
Students will examine how natural processes of Earth’s geosphere, hydrosphere, and atmosphere interact. Interactions that change the chemical compositions and physical features of those systems, shape the planet's surface, or affect weather and climate will be investigated. Students will engage in experiments and field work to collect and analyze scientific data to model Earth’s systems and their interactions. Students will also interpret scientific data to explain changes in Earth’s geosphere, hydrosphere, and atmosphere through time. Integrated lecture/laboratory course. Laboratory fee. (Every year in at least one location or online)
PHYS 220. Astronomy and the Universe (3 hours)
Prerequisite: SCIE 100.
Students will study the history of astronomy, our Solar system, and stellar and galactic astronomy using experimental, observational, and mathematical approaches. Astronomical instruments including stellar and solar telescopes will be used. Students will discuss development of astronomical theories as examples of how scientific theories are established and revised or disproved by new data, technology, and analytical methods. Integrated lecture/laboratory course. Laboratory fee. (Every year in at least one location or online)

PHYS 225. Meteorology (3 hours)
Prerequisite: SCIE 100.
Using meteorological observations, analysis of weather charts and satellite images, students will study basic meteorological concepts. Along with collecting and analyzing chemical and physical data, students will also discuss Earth's atmosphere from mathematical and practical perspectives. The topics include middle latitude severe weather systems, human interactions on global climate, El Nino, La Nina, and the Southern Oscillation (ENSO). Integrated lecture/laboratory course. Laboratory fee. (Every year in at least one location or online)

POLITICAL SCIENCE (POLS)
POLS 100. Government in America (3 hours)
Students will study the structure, organization, powers, and procedures of the government of the United States. (Every year in at least one location)
POLS 200. Government at the State and Local Levels (3 hours)
Prerequisites: LBST 175, 180 or equivalent.
The intergovernmental relations in the federal system as well as the organization, functions, and politics of state and local governments are key components. (Occasionally)
POLS 395. Special Topics in Political Science (1-3 hours)
Prerequisites: Consent of program coordinator; LBST 175, 180 or equivalent.
Students will study some significant topic in political science which is not available through other program offerings. (Occasionally)

PUBLIC SAFETY (PSFT)
PSFT 305. Crime and Difference (3 hours)
Prerequisites: LBST 175, 180 or equivalent; SOCI 111.
Students will examine the influence of diversity on criminal participation and criminal justice processing. The doctrine of criminal justice has long been infused with racial, ethnic, and gendered meanings and in many instances structured by these distinctions. The course will provide students with knowledge regarding: the concepts of difference and privilege, and social justice, as well as categories of difference including ethnicity, social class, immigration, gender, sexual orientation, age, disabilities, and religion. (Every two years online)

PSFT 365. Introduction to Homeland Security and Emergency Management (3 hours)
Prerequisites: LBST 175, 180 or equivalent.
This course will provide students a comprehensive, up-to-date overview of roles and functions of the various components of homeland security and their relationships to state and local agencies. Students will also focus on the principles and practices of emergency management at the local, state, and national levels and will explore the concepts of
preparedness, mitigation, response, and recovery in response to domestic disasters. (Every two years in at least one location)

**PSFT 370. Terrorism** (3 hours)
Prerequisites: LBST 175, 180 or equivalent.
The 11 September 2001 terrorist attacks on the World Trade Center and Pentagon and the ensuing War on Terror have focused the nation’s attention on homeland security. Students in this course will focus on both international and domestic terrorism issues such as anti-terrorism legislation, counterterrorism agencies, weapons of mass destruction, chemical and biological warfare, and potentials for massive destruction. (Every two years in at least one location)

**PSFT 375. The Effects of Disaster on Society** (3 hours)
Prerequisites: LBST 175, 180 or equivalent.
Disasters caused by nature, such as tornadoes, hurricanes, and earthquakes, and the potential of manmade disasters and accidents have heightened the need to prepare and manage responses to catastrophes. Students will learn ways to assess homeland security vulnerabilities, as they have adverse effects on societies and the environment, as well as how to plan calculated responses based on the type and level of threat. (Every two years in at least one location)

**PSFT 380. Intelligence Gathering and Dissemination** (3 hours)
Prerequisites: LBST 175, 180 or equivalent.
Students in this course will gain an understanding for: the overview and analysis of intelligence systems and how they are utilized in today’s public safety community to influence policy, planning, and activities. Foreign and domestic intelligence gathering and analysis will be covered, with emphasis on how intelligence can be used to protect against threats to personal and public safety. The course will also cover appropriate means of disseminating critical intelligence information. (Every two years in at least one location)

**PSFT 390. Special Topics in Public Safety** (3 hours)
Prerequisites: LBST 175, 180 or equivalent.
Students will study a significant topic in public safety which is not available through other program offerings. Students may enroll in additional sections of this course when different topics are addressed. (Every two years in at least one location)

**PSFT 395. Independent Study in Public Safety** (1-3 hours)
Prerequisites: Consent of advisor; LBST 175, 180 or equivalent.
Students will study an area or subject not normally found in established courses. Students may also explore in greater detail a topic raised in established public safety courses. (As needed)

**PSFT 435. Ethics and Public Safety** (3 hours)
Prerequisites: LBST 175, 180 or equivalent.
Students will study the history and current trends of ethical issues in the fields of public safety, 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. (Every two years in at least one location, every year online)

**PSFT 470. Field Experience** (3-6 hours)
Prerequisites: LBST 175, 180 or equivalent; junior status; advance request and approval of both program coordinator and advisor.
Public Safety Field Experience is designed to provide the student with an opportunity to apply academic training in practical public safety settings. Field experience will be jointly supervised by college staff and officials of the participating agency. Public safety field
experience is open only to public safety majors. Note: grade of satisfactory or unsatisfactory. Special fee. (As needed)

**PSFT 471. Field Experience**  
*(3-6 hours)*
Prerequisites: LBST 175, 180 or equivalent; PSFT 470.  
This course is designed to provide students with opportunities to continue using the skills and knowledge developed in PSFT 470. See the PSFT 470 course description for requirements. Special fee. (As needed)

**PSFT 498. Senior Seminar**  
*(3 hours)*
Prerequisites: CRJS 260 or PSFT 365; LBST 175, 180 or equivalent. Limited to Public Safety Leadership majors in their final year of their program.  
Students in the criminal justice leadership or homeland security and emergency management degree will take this course as the culminating experience for students in the major. Varying public safety topics will be addressed with an emphasis on articulating, analyzing, and interpreting the ways we make decisions in our everyday interactions with others. Students will prepare written reports on a variety of topics covered throughout their undergraduate curriculum and students will then defend their position on the topic through an oral defense. (As needed)

**PSYCHOLOGY (PSYC)**

**PSYC 111. Introduction to Psychology**  
*(3 hours)*
In this introductory course, students will study the important theories and methods of psychology by exploring the function of the brain, sensation and perception, learning, memory, motivation and behavior, and personality. Particular attention will be given to explaining human behavior using analytic and systemic reasoning. Students will explore experimental/observational psychology through demonstration and participation. (Every semester in at least one location)

**PSYC 210. History and Systems of Psychology**  
*(3 hours)*
Prerequisite: PSYC 111.  
Students will trace the evolution of contemporary psychology from its earliest roots in the fields of philosophy and the natural sciences. Students will engage in a comparative, systematic study of the major schools of psychology from the early schools (e.g., Functionalism, Structuralism, etc.) to current perspectives (biopsychological, cognitive, sociocultural, positive, etc.) Readings of primary texts will be accompanied by attention to historical and cultural contexts. (Every Fall and Spring semester in at least one location)

**PSYC 215. Cognitive Psychology**  
*(3 hours)*
Prerequisites: LBST 175, 180 or equivalent; PSYC 111.  
Students will examine human behavior in terms of the mental processing of information. Students will compare the cognitive psychology perspective to other psychological perspectives and review the relationship between cognitive psychology and the larger field of cognitive science. In addition, students will explore practical applications of cognitive psychology such as learning styles, attention, memory, forgetting, and language acquisition. (Every Fall and Spring semester in at least one location)

**PSYC 225. Prenatal through Adolescent Development**  
*(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. (Every year in at least one location)
PSYC 226. Adult Development (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 through death. (Every year in at least one location)

PSYC 227. Lifespan Development (3 hours)
Prerequisite: PSYC 111.
Students will study cognitive, emotional, physical and social growth and maturation during the human lifespan from prenatal through death. Students will examine principles of development as well as traditional and contemporary theories. (Every Fall and Spring semester in at least one location)

PSYC 275. Learning and Behavior (3 hours)
Prerequisite: PSYC 111.
This course offers an introduction to the various learning mechanisms that influence the establishment, maintenance, and/or reduction of behaviors in both humans and nonhuman animals. The course focuses on linking processes and theories of classical and operant conditioning to everyday behaviors and understanding, and also focuses on theories of motivation to explain more complex learning in humans. (Every year in at least one location or online).

PSYC 299. Careers in Psychology (3 hours)
Prerequisites: PSYC 111; declared psychology or human services major.
Students will learn about the various fields within psychology, their career options, and graduate school options. Students will also establish fundamental skills for the field of psychology and upper-level psychology coursework including proper use of APA style, paraphrasing, and conducting library research searches. Students will work closely with their instructor to develop post-graduation goals and prepare for those goals through professional development assignments, such as preparing a curriculum vita (Every Fall and Spring semester online).

PSYC 315. Research Methods I (3 hours)
Prerequisites: MATH 220; PSYC 299; SCIE 100 or equivalent with a grade "C" or better.
Students will examine the basic research designs and methods commonly used in psychological research and develop an understanding of the techniques and procedures essential to good research design. In this first part of the research sequence, students will develop the following steps of the research design process: identifying a problem, conducting a thorough search of empirical literature, and annotating bibliographies. Students will also pass ethical research training. (Every Fall and Spring semester online)

PSYC 316. Research Methods II (3 hours)
Prerequisite: PSYC 315 with a grade of C or better.
Students will build upon the work completed in the first part of the research sequence by developing an APA style literature review through a reiterative writing process and drawing conclusions from their research. Students will also review multivariate analyses, qualitative research designs, and psychometric procedures. Transfer credit cannot be used to satisfy the prerequisite for this course. (Every Fall and Spring semester in at least one location)

PSYC 333. Social Psychology (3 hours)
(Cross-listed with SOCI 333)
Prerequisites: LBST 175, 180 or equivalent; PSYC 111 or SOCI 111.
The major concepts of the course include learning about: social interaction and pathology, personality and differential psychology, and social attitudes, prejudices, propaganda, culture, and social institutions. (Every Fall and Spring semester in at least one location)
PSYC 358. Psychology of Religion (3 hours)
(Cross-listed with RELG 358)
Prerequisites: LBST 175, 180 or equivalent; PSYC 111 or consent of program coordinator.
Students will study 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. (Occasionally)

PSYC 360. Psychopathology (3 hours)
Prerequisites: LBST 175, 180 or equivalent; PSYC 111.
Students will examine 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). (Every Fall and Spring semester in at least one location)

PSYC 361. Group Process and Practice (3 hours)
Prerequisites: LBST 175, 180 or equivalent; PSYC 111.
Theory and research of group dynamics and process are presented. Topics studied include group formation, stages of development, process, diversity, and leadership. (Every Fall and Spring semester in at least one location)

PSYC 365. Current Psychotherapies (3 hours)
Prerequisites: LBST 175, 180 or equivalent; PSYC 111, 360.
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. (Every year in at least one location)

PSYC 371. Psychology of Women (3 hours)
Prerequisites: LBST 175, 180 or equivalent; 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 female 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. (Every year in at least one location)

PSYC 373. Psychology of Men (3 hours)
Prerequisites: LBST 175, 180 or equivalent; 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. (Every year in at least one location)

PSYC 380. Forensic Behavior (3 hours)
(Cross-listed with CRJS 380)
Prerequisites: LBST 175, 180 or equivalent; PSYC 111.
Students will examine the aspects of human behavior directly related to the legal process and testimony, jury decision making, and criminal behavior. The professional practice of psychology within or in consultation with a legal system will be examined. Profiling, insanity and competency, risk assessment, discrimination, and interrogation and confessions will be emphasized. (Every two years in at least one location, every year online)

PSYC 388. Human Sexuality (3 hours)
Prerequisites: LBST 175, 180 or equivalent; PSYC 111.
Students will explore 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. (Every year in at least one location)

**PSYC 390. Special Topics in Psychology** (1-3 hours)
Prerequisites: LBST 175, 180 or equivalent; PSYC 111.
A significant topic in psychology which is not available through other program offerings will be studied in the classroom setting. (Occasionally)

**PSYC 395. Independent Study in Psychology** (1-3 hours)
Prerequisites: Consent of advisor; LBST 175, 180 or equivalent; PSCY 111.
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. (As needed)

**PSYC 498. Capstone Research Project** (3 hours)
Prerequisites: Senior status; advance request; consent of advisor; PSYC 316 with a grade of C or better.
Students will integrate their work from the research methods sequence with the knowledge learned in their psychology curriculum to develop a research proposal examining a research question that can further their academic and/or career goals. Students will revise and build upon their literature review from PSYC 316 by developing hypotheses and research questions, designing ethical methods to address their research questions, proposing an analysis, and submitting and presenting their final research proposal. (Every semester online)

**RELIGIOUS STUDIES (RELG)**

**RELG 110. Introduction to Religion** (3 hours)
Students will apply methods and approaches in the study of religion to interpret its texts, practices, and artifacts. Students will also examine how the study of religion intersects with other academic disciplines to determine its relevance for 21st century life. (Every year in at least one location)

**RELG 115. Readings in World Literature, Religion, and Citizenship** (Cross-listed with LITR115)
Students will read and demonstrate a capacity to interpret primary texts in world literature and religion in relation to questions about what it means to be a citizen. (Every year in at least one location)

**RELG 120. The Old Testament** (3 hours)
Students will focus attention on 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 understanding the literature in light of its historical and cultural context and to identifying its central theological themes. (Every year in at least one location)

**RELG 130. The New Testament** (3 hours)
Students will read and study the literature of the New Testament as the multi-faceted portrait of the origin and development of the early Christian community. Particular attention is focused on the types of literature therein, the gospel portraits of the life and teaching of Jesus, and the development of the first century church. (Every year in at least one location)
RELG 200. Topics in the History of Christianity  
(3 hours)
Prerequisites: LBST 175, 180 or equivalent.
Students will demonstrate knowledge of salient antecedents, movements, and/or ideas within the history of Christianity. Students may enroll in additional sections of RELG 200 when different topics are addressed. (Every two years in at least one location)

RELG 215. Topics in Biblical Studies  
(3 hours)
Prerequisites: LBST 175, 180 or equivalent.
Course Description: Students will analyze the sacred texts of the Christian and/or Jewish tradition(s) in translation by focusing on a particular theme, genre, historical moment, and/or method of interpretation. Potential topics might include, The Gospels, Wisdom Literature, Apocalyptic Literature, the Torah, Gnostic Literature, Women in the Hebrew Bible, Feminist and/or Post-Colonial Interpretations of Biblical Literature. Students may enroll in additional sections of RELG 215 when different topics are addressed. (Every two years in at least one location)

RELG 220. Survey of World Religions  
(3 hours)
Prerequisites: LBST 175, 180 or equivalent.
Students will engage in a comparative, systematic study of the major religious traditions of the world. Specific reading of primary texts will be accompanied by attention to historical and cultural contexts. (Every year in at least one location)

RELG 225. Religion in the United States  
(3 hours)
Prerequisites: LBST 175, 180 or equivalent.
Students will analyze and interpret one or more significant social, cultural, historical, geographical, and/or political topics in the development of religion and religious identities in America. Students may study topics such as indigenous religious traditions, denominational groups, Colonial Religion, Religion and Democracy, Religion and the '60s, or New Religious Movements. Students may enroll in additional sections of RELG 225 when different topics are addressed. (Every two years in at least one location)

RELG 301. Introduction to Christian Theology  
(3 hours)
Prerequisites: LBST 175, 180 or equivalent.
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. (Occasionally)

RELG 320. Topics in Women, Gender, and Religion  
(3 hours)
(Cross-listed with WGST 320)
Prerequisites: LBST 175, 180 or equivalent.
Students will explore religious texts, practices and artifacts in terms of their interrelations with questions of gender and/or sexuality. Topics may introduce students to a comparative study of texts, practices, and/or artifacts across a single tradition or multiple religious traditions. Topics could include courses such as Religion and Sexuality, Women's Writings and Religious Imagination, Women Mystics, Feminist and Womanist Theology, etc. Students may enroll in additional sections of RELG 320 when different topics are addressed. (Every two years in at least one location)

RELG 336. Christian Social Ethics  
(3 hours)
Prerequisites: LBST 175, 180 or equivalent.
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. (Occasionally)
RELG 356. Sociology of Religion (3 hours)
(Cross-listed with SOCI 356)
Prerequisites: LBST 175, 180 or equivalent; SOCI 111.
Students will be able to articulate the nature of religion as a social phenomenon. They will be able to describe and apply the methods of the sociological study of religion and to describe the ways in which religion and society interact on all levels of the social world.
(Every year in at least one location)

RELG 358. Psychology of Religion (3 hours)
(Cross-listed with PSYC 358)
Prerequisites: LBST 175, 180 or equivalent; PSYC 111 or consent of program coordinator.
Students will study 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.
(Occasionally)

RELG 390. Special Topics in Religion (1-3 hours)
Prerequisites: At least 6 hours of coursework in religious studies or consent of program coordinator; LBST 175, 180 or equivalent.
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/intérests of students currently in the program.
(Occasionally)

SCIENCE (SCIE)

SCIE 100. Methods of Scientific Investigation (3 hours)
Prerequisite: Math 120.
A comprehensive, introductory course that focuses on explorations in life and physical science as the means to understanding and applying the scientific method. Students will analyze data generated by hands-on laboratory activities which build on techniques of observation and quantitative methods. They will also prepare formal reports modeled on scientific journal articles. Student will collect, analyze and interpret data as part of their integrated lecture/lab experience. Laboratory fee. (Every Fall and Spring semester in at least one location or online)

SCIE 200. Topics in Science (3 hours)
Prerequisite: SCIE 100.
Students will study a topic(s) in science which is not available through other program offerings. Laboratory fee. (As needed)

SCIE 215. Life Systems (3 hours)
Prerequisite: SCIE 100.
Students will use a contextual approach to investigate facts, concepts and theories associated with life processes in order to understand the life systems of living things. Topics include levels of biological organization from cellular to organismal to ecological, the foundations of genetics, and basic biological functions such as circulation, digestion, maintenance and defense, reproduction, respiration, and anatomical/skeletal systems in plants and animals. An integrated lecture and laboratory course. Laboratory fee. (Every year in at least one location or online)

SCIE 220. Physical Systems (3 hours)
Prerequisite: SCIE 100.
Physical phenomena will be studied by students during in-depth laboratory-based explorations of everyday occurrences and objects. Students will analyze and interpret processes and features affected by motion, gravity, heat, energy, light, electricity and electromagnetism through observations, experiments, and mathematical relationships.
Integrated lecture/laboratory course. Laboratory fee. (Every year in at least one location or online)

**SCIE 230. Introduction to Bioinformatics** (3 hours)
Prerequisite: SCIE 100.
Students will be introduced to contemporary concepts in molecular biology and evolution and employ the computational algorithms used in biological database searches, protein and DNA sequence analyses, and predictions of protein function. Specific methods, tools and technologies examined in the course will include, but are not limited to: detection of homology with BLAST, prediction of transmembrane segments, multiple alignments of sequences, prediction of protein domains, and prediction of protein localization. Integrated lecture / laboratory. Laboratory fee. (Every year in at least one location or online)

**SCIE 250. Applied Forensic Criminalistics** (3 hours)
Prerequisite: SCIE 100.
Forensic science is the application of multiple scientific disciplines and technological practices to the investigation of criminal or civil questions of the law. Students will be introduced to scientific inquiry and the process of forensic investigation. Their knowledge of scientific investigation will be applied to the analysis of trace evidence (hair, fiber, etc.), fingerprints, DNA, and blood. Evidence revealed by bodies, crime scenes, and crime scene tools will be discussed and analyzed as well. Basic techniques and instrumentation used in a forensic laboratory such as microscopy, gel electrophoresis, visible spectroscopy and liquid chromatography will be used in this course. Laboratory fee. (As needed)

**SCIE 390. Special Topics in Science** (3 hours)
Prerequisites: SCIE 215 or 220; one other lab science course.
This course will focus on current issues in the life, environmental, physical, or earth sciences which are not available through other program offerings. Students will study issues through design and execution of scientific studies, and/or in analysis of policies related to scientific issues. Because topics may vary with each offering of this course, students may take the course for credit more than once as long as it focuses on different issues. Laboratory fee. (As needed)

**SOCIAL THOUGHT (SCLT)**

**SCLT 201. The Search for Meaning** (3 hours)
Prerequisites: LBST 175, 180 or equivalent.
Students will demonstrate a capacity to articulate and respond to questions about the meaning and purpose of human life found in selected readings in philosophy, theology, literature, and the social sciences. (Every year in at least one location)

**SCLT 304. Ways of Worldmaking** (3 hours)
Prerequisites: 60 credits; LBST 175, 180 or equivalent.
Students will engage issues of ethics and social justice and citizenship across cultures and disciplines through a cross-disciplinary critique of primary texts in social thought that are vital to the making of a cross-cultural region of the world (e.g. the Atlantic World, the Extended Caribbean, the Indian Ocean World, the Mediterranean World, the New World, or the Pacific Rim). As a result, students in this seminar will develop the capacity to reflect on how best to respond to the ways cross-cultural mappings of the world both represent and shape the ways we imagine ourselves with others. The topic of any individual seminar may vary, but in each case students will be asked to synthesize the practices of interpretation, explanation, and communication while articulating how best to act in light of what one has learned. Students taking this course will fulfill their Engagement and Citizenship requirement in General Education. (Every year in at least one location)
SOCI 111. Introduction to Sociology (3 hours)
Students will study the basic concepts, theories, methods, and research associated with the sociological analysis of society. Emphasis will be placed on interpreting ways of seeing ourselves with others in communicative or social actions; explaining differences in access to power and citizenship among social groups; and communicating diverse perspectives in a coherent and knowledgeable way. (Every semester in at least one location)

SOCI 200. Social Problems (3 hours)
Prerequisite: SOCI 111.
Students will examine 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. (Every Fall and Spring semester in at least one location)

SOCI 235. Globalization and Social Change (3 hours)
(Cross-listed with GLEN 235)
Prerequisite: LBST 175, 180.
Corequisite: GLEN 301.
Students will identify and define features of globalization and social change from multiple disciplinary perspectives, observe patterns of globalization and social change in at least one case study, and articulate which approach (or combination of approaches) best explains the patterns observed in the case study or studies. This course includes an immersion experience in another culture, along with guided reflection on the ways that experience connects to the course. (Every year in at least one location)

SOCI 240. Topics in Popular Cultural Forms and Society (3 hours)
(Cross-listed with COMM 240)
Prerequisites: LBST 175, 180 or equivalent; PSYC 111 or SOCI 111.
Students will analyze and interpret one or more topics addressing 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. The topics will vary but special attention may be paid to such topics as fashion, popular music, movies, social media, and popular genres of literature (science fiction, mystery, or romance). Students may enroll in additional sections of COMM 240 when different topics are addressed. (Every two years in at least one location and online)

SOCI 251. Communication and Society (3 hours)
(Cross-listed with COMM 251)
Prerequisites: LBST 175, 180 or equivalent; PSYC 111 or SOCI 111.
Students will examine 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. (Every two years in at least one location)

SOCI 253. Gender Relations (3 hours)
(Cross-listed with COMM 253)
Prerequisites: LBST 175, 180 or equivalent.; PSYC 111 or SOCI 111.
Students will study the 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). (Every two years in at least one location)

**SOCI 255. The Family**  
(3 hours)  
Prerequisites: LBST175, 180 or equivalent; SOCI 111.  
Students will study family structures and functions. 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. (Every year in at least one location)

**SOCI 321. Social Change**  
(3 hours)  
Prerequisites: LBST 175, 180 or equivalent; 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. (Occasionally)

**SOCI 326. Sociology of Community**  
(3 hours)  
Prerequisites: LBST175, 180 or equivalent; 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. (Occasionally)

**SOCI 333. Social Psychology**  
(Cross-listed with PSYC 333)  
(3 hours)  
Prerequisites: LBST 175, 180 or equivalent; PSYC 111 or SOCI 111.  
The major concepts of the course include learning about: social interaction and pathology, personality and differential psychology, and social attitudes, prejudices, propaganda, culture, and social institutions. (Every Fall and Spring semester in at least one location)

**SOCI 345. Mass Media and Society**  
(Cross-listed with COMM 345)  
(3 hours)  
Prerequisites: LBST 175, 180 or equivalent; PSYC 111 or SOCI 111.  
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. (Every two years in at least one location)

**SOCI 356. Sociology of Religion**  
(Cross-listed with RELG 356)  
(3 hours)  
Prerequisites: LBST 175, 180 or equivalent; SOCI 111 or consent of program coordinator.  
Students will be able to articulate the nature of religion as a social phenomenon. They will be able to describe and apply the methods of the sociological study of religion and to describe the ways in which religion and society interact on all levels of the social world. (Every year in at least one location)

**SOCI 380. Social Theory**  
(3 hours)  
Prerequisites: LBST 175, 180 or equivalent; SOCI 111.  
Students will examine 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. (Occasionally)

**SOCI 390. Special Topics in Sociology**  
(1-3 hours)  
Prerequisites: LBST 175, 180 or equivalent; SOCI 111.
A significant topic in sociology which is not available through other program offerings will be studied in the classroom setting. (Occasionally)

**SOCSI 395. Independent Study in Sociology** (1-3 hours)
Prerequisites: Consent of advisor; LBST 175, 180 or equivalent.
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. (As needed)

**UNIVERSITY (UNIV)**

**UNIV 110. The Culture of the University** (3 hours)
(Required course for College of Professional Advancement students)
Students in this course will demonstrate knowledge of the history, traditions, protocol, and demands associated with the participation in the academic community of Mercer University. Students as adults-in-college will develop effective skills and strategies for succeeding in college, and will learn to access human and technological resources to assist in learning. This course 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. Exceptions to this schedule and to the course requirement will only be made with permission of the associate dean. (Every semester)

**WOMEN'S AND GENDER STUDIES (WGST)**

**WGST 210. Women, Gender, and Identity** (3 hours)
Students will apply theories of sex and gender critical to the construction of identity, as well as explore historical and/or social interpretations of sex and gender and their consequences. By analyzing gender and its effects, students will be able to explain the relationship between common assumptions about gender identity and the production and reproduction of marginalized identities. Students will examine topics relevant to the field of Women's and Gender Studies ranging from the women's suffrage movement in the United States to contemporary questions about the representation of gender and sexuality in the media. (Every year in at least one location)

**WGST 320. Topics in Women, Gender, and Religion** (3 hours)
(Cross-listed with RELG 320)
Prerequisites: LBST 175, 180 or equivalent.
Students will explore religious texts, practices and artifacts in terms of their interrelations with questions of gender and/or sexuality. Topics may introduce students to a comparative study of texts, practices, and/or artifacts across a single tradition or multiple religious traditions. Topics could include courses such as Religion and Sexuality, Women's Writings and Religious Imagination, Women Mystics, Feminist and Womanist Theology, etc. Students may enroll in additional sections of RELG 320/WGST 320 when different topics are addressed. (Every year in at least one location)

**WORLD HUMANITIES (HUMA)**

The World Humanities focus on the interpretation of texts, practices, artifacts, and their connections in a cross-cultural/global framework. The framework of a particular course may be a different area of the world than the U.S.; interconnected oceanic regions that may include the U.S.; cultural diasporas and movements of people throughout the world; comparative approaches to various colonial, national, or global developments; or globalization as such. The general focus of these courses is on what people say, do, or make rather than on the traditional disciplines of the humanities, which enables a cross-disciplinary approach in the humanities and interpretive human sciences to the tasks of interpretation. The point of this approach is to develop—as engaged citizens and
productive professionals of the 21st century interpretations of the ways we imagine ourselves with others in what we say, do, and make across cultures and around the world.

**HUMA 115. Interpreting Artifacts Across Cultures and Around the World**

Students will develop interpretations of artifacts in a cross-cultural/global framework. Students will articulate how the things that people make (including, but not limited to, the arts) tell us about the ways we imagine ourselves with others across cultures and around the world. Students may enroll in different sections of HUMA 115 when different topics are addressed. (Every year in at least one location).

**HUMA 215. Interpreting Texts, Practices, and Artifacts Across Cultures and Around the World**

Prerequisites: LBST 175, 180 or equivalent.

Students will develop interpretations of the interconnections of texts, practices, and artifacts in a cross-cultural/global framework. Students will articulate how the interconnections of the things people say, do, and make tell us about the ways we imagine ourselves with others across cultures and around the world. Students may enroll in different sections of HUMA 215 when different topics are addressed. (Every year in at least one location.)

**HUMA 245. Interpreting Narratives Across Cultures and Around the World**

(Cross-listed with GLEN 245)

Prerequisite: LBST 175, 180 or equivalent.

Corequisite: GLEN 301.

Students will draw on narrative theory and colonial/post-colonial studies to develop interpretations of narratives constructed in a cross-cultural and/or global setting. Topics may include, but are not limited to: Auto-ethnographic narratives, Diasporic narratives, Place narratives, Travel Writing narratives, and War narratives. Students may enroll in additional sections of this course when a different topic is addressed. (Every year in at least one location)

**WRITING (WRIT)**

**WRIT 210. Introduction to Creative Writing**

Prerequisites: LBST 175, 180 or equivalent.

Students will integrate the conventions and techniques of fiction, nonfiction, and poetry into their own creative writing, develop their authentic voices as writers, provide critical feedback on their classmates’ creative work, and produce original works of fiction, nonfiction and/or poetry. (Every year in at least one location)

**WRIT 285. Topics in Writing Strategies**

Prerequisites: LBST 175, 180 or equivalent.

Through reading the works of successful authors, students will identify, study, and apply selected strategies across genres to produce polished written work in a specific genre. Students may enroll in up to 3 sections of WRIT 285 when different topics are addressed. (Every year in at least one location)

**WRIT 310. Creative Nonfiction**

Prerequisites: LBST 175, 180 or equivalent; WRIT 210 or consent of instructor.

Students will develop their ability to read, interpret, and respond to a range of approaches to nonfiction expression, from the traditional first-person essay to more nontraditional lyrical, confessional, and multimedia approaches. Students will utilize these strategies in
their own writing, and will produce nonfiction pieces that engage with and challenge the conventions of the genre. (Every year in at least one location)

WRIT 320. Poetry and Poetics (3 hours)
Prerequisites: LBST 175, 180 or equivalent.
Students will analyze the formal elements of traditional and contemporary poetry, including diction, imagery, and poetic meter. Students will utilize these conventions and techniques as models for writing original poetry. (Every other year in at least one location)

WRIT 340. Advanced Fiction Writing (3 hours)
Prerequisite: WRIT 210 or consent of instructor.
Building on concepts developed in WRIT 210, students will analyze conventions and techniques of traditional and contemporary fiction writing. In addition to producing critical responses to established fiction techniques, students will model these techniques in their own fiction writing. (Every other year in at least one location)

WRIT 390. Special Topics Creative Writing Workshop (1-3 hours)
Prerequisites: LBST175, 180 or equivalent; WRIT 210 or consent of instructor.
Students will read examples of, analyze, and integrate into their own writing a specific, overarching narrative technique not available through other program offerings. Possible topics include dialogue, allusive techniques, characterization, and scene(ry), among others. Students may enroll in additional sections of this course when different topics are addressed. (Occasionally)
Graduate and Professional Studies

Mercer University is committed to providing graduate degree programs, as well as undergraduate and professional education. Mercer offers programs leading to numerous graduate degrees including:

School of Business and Economics (specific programs offered in Macon, Atlanta, and Online)
- Master of Business Administration
- Master of Accountancy
- Master of Science in Business Analytics

School of Engineering (specific programs in Macon or through distance learning)
- Master of Science
- Master of Science in Engineering

College of Education (specific programs offered in various locations including Macon, Atlanta, Savannah, or Regional Academic Centers)
- Master of Education
- Master of Arts in Teaching
- Specialist in Education
- Doctor of Philosophy in Educational Leadership
- Doctor of Philosophy in Curriculum and Instruction

Townsend School of Music (Macon)
- Master of Music (Conducting, Performance, Church Music)

College of Professional Advancement (Atlanta, Henry County, Macon, and Online)
- Master of Science, Clinical Mental Health Counseling
- Master of Science, Clinical Mental Health Counseling/Master of Divinity in Pastoral Counseling
- Master of Science, Clinical Mental Health Counseling/Master of Theological Studies
- Master of Science, Clinical Rehabilitation Counseling
- Master of Science, Criminal Justice and Public Safety Leadership
- Master of Science, Health Informatics
- Master of Science, Health Informatics/Doctor of Pharmacy
- Master of Science, Human Services
- Master of Science, Organizational Leadership
- Master of Science, Organizational Leadership/Master of Divinity in Leadership for the Nonprofit Organization
- Master of Science, Organizational Leadership/Master of Arts, Christian Ministry (Nonprofit leadership concentration)
- Master of Science, School Counseling
- Doctor of Philosophy, Counselor Education and Supervision

Georgia Baptist College of Nursing (Atlanta)
- Master of Science in Nursing
- Doctor of Philosophy in Nursing
- Doctor of Nursing Practice

College of Pharmacy (Atlanta)
- Doctor of Pharmacy
- Doctor of Philosophy in Pharmaceutical Sciences

College of Health Professions (Atlanta and Macon)
- Master of Medical Science (Physician Assistant)
- Master of Public Health
- Doctor of Physical Therapy
School of Medicine (Macon)
Master in Family Therapy
Master of Science in Biomedical Sciences
Master of Science in Pre-Clinical Sciences
Doctor of Philosophy in Clinical Medical Psychology

McAfee School of Theology (Atlanta)
Master of Arts
Master of Divinity
with various concentrations and combined degree options
Doctor of Ministry

Admission to Graduate Study

All persons who wish to enter one of the graduate programs at Mercer University must submit a formal application to the school which sponsors the desired degree program. Certain basic qualifications must be met for admission to graduate programs. All programs require that students hold a bachelor’s degree from a regionally accredited college or university with a specified minimum undergraduate grade point average. Graduate admissions tests appropriate to the particular academic program are usually required. Specific requirements for each graduate program are given with the description of that program.

International students must provide a complete record of all previous schooling. This must include a record of secondary schooling that shows the dates attended, grades achieved or examinations passed, and the student’s rank in class, if available. Official transcripts must be accompanied by a certified English translation. Three reference letters, preferably from instructors in the undergraduate school(s) attended, are required, along with a personal vita which should include all work experience, research study and experience, and professional development objectives. A statement of financial support must be obtained and submitted.

Proficiency in English must be established in one of the following ways:

1. Qualified students who present an official TOEFL scores of 80 IBT (internet based TOEFL), 213 CBT (computer based TOEFL), 550 PBT (paper based TOEFL) or 6.5 IELTS will be admitted to the University. For students who desire additional language study after being admitted to the University, English Language Institute (ELI) short courses are available on the Atlanta campus in specific skill areas.

2. Qualified students who present a TOEFL score below 80 IBT (internet based TOEFL), 213 CBT (computer based TOEFL), 550 PBT (paper based TOEFL) or 6.5 IELTS or have no TOEFL score may be admitted conditionally, contingent upon their successful completion of the Mercer University English Language Institute (MUELI). With the permission of the student’s academic advisor, an ELI student may register for up to 6 credit hours while completing the upper levels of MUELI.

Transfer and Transient Credit

Students may receive limited credit for graduate courses taken at another institution, either as transfer or transient credit. The number of hours accepted as transfer and transient credit varies by program, but in no instance may it exceed 25 percent of the credit hours required for the graduate degree. Credit for transfer or transient courses may be awarded under the following conditions: (1) the courses were taken at a graduate degree granting institution accredited by a regional or, for professional programs, specialized
accrediting body recognized by the U.S. Department of Education; (2) the courses were graduate level courses, applicable to a graduate degree; (3) the courses were taken in residence and not by correspondence; (4) grades of at least B were received in the courses; (5) the courses may not have been completed more than five years prior to enrolling in graduate studies at Mercer; and (6) the courses have not been applied for credit to a degree previously earned. (Exception: Up to 9 hours earned as part of an Ed.S. degree in Educational Leadership may be considered for application towards the Ph.D. in Educational Leadership.) With Graduate Council approval, post-baccalaureate professional programs may accept up to 65% of the credit hours for the professional degree. Courses must have been completed at a post-baccalaureate degree granting institution accredited by a regional or specialized accrediting body recognized by the U.S. Department of Education and meet the minimum grade required by the Mercer University program accepting the transfer credit.

If a student wishes to transfer credits earned at a foreign institution to his/her record at Mercer, the student must supply the Registrar's Office with an official copy (still sealed in the original envelope) of a credit evaluation from a reputable U.S. evaluation service (NACES or AACCRAO); the evaluation should include all of the credits that the student wishes to transfer to Mercer. Once the Registrar's Office receives an official evaluation, the student's foreign credits will be reviewed to see if they are eligible for transfer to the student's Mercer degree. Please note that the registrar makes the final decision when accepting credits from a foreign institution.

Concurrent Enrollments

Concurrent admission or enrollment in multiple programs is limited to institutionally recognized combined or embedded programs.

Graduate Course Load

Graduate students in the School of Business and Economics, and the College of Professional Advancement, will be considered “full-time” for purposes of attendance and eligibility for financial aid, if they are enrolled for 9 credit hours in a semester (fall, spring, summer). Veterans should contact the U.S. Department of Veterans Affairs for the credit hour requirements for VA benefits and consult with the University’s Office of the Registrar for VA certification.

Full-time status in other graduate programs is outlined in the corresponding catalogs. Full-time status does not fall below 5 credit hours per semester for any graduate program.

Graduate Level Courses

School of Business and Economics
500-599: First-level graduate courses
600-699: Graduate courses designed for graduate students only
          Courses are generally 3 credit hours each.

School of Engineering
500-599: First-level graduate courses; may also be taken by qualified undergraduates
600-699: Advanced-level graduate offerings; not normally open to undergraduates
          Courses are generally 3 credit hours each.

College of Education
500-599: Post-baccalaureate initial certification only; non-degree credit
600-699: Master’s degree level classes
700-799: Education Specialist level classes
800-899: Doctoral level classes
   Courses are generally 3 credit hours each.

Townsend School of Music
500-599: Graduate level offerings in Applied and ensemble Areas
600-699: Master of Music course offerings
700-799: Graduate level offerings co-listed with McAfee School of Theology

College of Professional Advancement
600-999: Master of Science, educational specialist, and doctoral level classes

College of Nursing
600-799: Master of Science level classes

College of Pharmacy
300-399: 1st Year Pharm.D.
400-499: 2nd Year Pharm.D.
500-599: 3rd Year Pharm.D.
600-699: 4th Year Pharm.D.; MBA
800-899: Ph.D. Program

College of Health Professions
500-599: PA Program; 1st Year DPT
600-699: PA Program; MPH Program; 2nd Year DPT
700-799: MPH Program

School of Medicine
600-699: Graduate courses designed for graduate students only
   Courses are generally 3 semester credit hours each.

McAfee School of Theology
500-999: Master of Arts
         Master of Divinity
         Doctor of Divinity

Academic Standards

To maintain good standing in progress toward a degree, a graduate student must achieve a cumulative grade point average of at least 3.0 (B) on all courses taken for degree purposes. No credit is awarded for any course in which a grade below C is earned. No more than two grades of C or C+, in any combination, may be applied toward a graduate degree. The minimum standard for satisfactory academic achievement (good standing) is 2.0 for professional students. Individual programs may set a higher minimum standard.

An Incomplete (IC) grade may be given to a student passing a course, but due to illness or other compelling reason satisfactory to the instructor, a relatively small amount of work remains. The Absent from Exam (ABX) grade may be given if a student misses only the final exam due to illness or other compelling reason satisfactory to the instructor. Work must be completed within one academic year according to the specific policies of the college/school or a grade of F will be assigned. Refer to each college/school section for policy regarding warning, probation, and suspension or dismissal.

Auditing Classes

Graduate students may audit a class with permission of the instructor. See Class Auditing Regulations in the Academic Information section of the catalog for regulations regarding auditing. Please refer to the Financial Information section of the catalog for cost.
Application for Degree

A student who expects to qualify for a degree must apply for the degree in the Office of Enrollment Services by the date specified in the University Calendar.

Thesis and Dissertation Requirements

Some master’s degree programs and the Doctor of Ministry program require, or provide an option, that each degree candidate write a thesis as part of the degree program. A dissertation is required of all candidates for the Doctor of Philosophy degree. Students who are writing a thesis or dissertation should obtain, from their graduate directors, a copy of the regulations for preparing and submitting a thesis or dissertation. These regulations should be followed carefully in preparing the manuscript. After approval by the appropriate committee within the school, a thesis or dissertation should be submitted to the Provost of the University, accompanied by a receipt indicating payment of all applicable graduation and thesis/dissertation fees.

Behavioral Integrity

The University is a community of scholars in which the ideals of freedom of inquiry, freedom of thought, freedom of expression, and freedom of the individual are sustained. However, the exercise and preservation of these freedoms require a respect for the rights of all in the community. Disruption of the educational process, academic dishonesty, destruction of property, and interference with the orderly process of the University or with the rights of members of the University will not be tolerated. Violations of these rights will be addressed through procedures established by the dean of each graduate program or, in the case of academic dishonesty, by the procedures of the Graduate Honor System.

Graduate Honor System

Academic integrity is maintained through an honor system. The Graduate Honor System is governed by policies established by the University Graduate Council. It draws upon the traditions of integrity and academic freedom - a freedom within the academic community which is based on a trust between students and faculty. The Honor System imposes upon each student the responsibility for his or her own honest behavior and assumes that each student will report any violations of the Honor Code.

The Graduate Honor System is administered by an honor committee composed of five members of the graduate faculty who are responsible for decisions regarding alleged violations. The committee’s decisions are binding on the student involved but may be appealed to the chief academic officer of the University.
Eugene W. Stetson School of Business and Economics

Graduate Faculty

Julie A. Petherbridge, **Interim Dean/Associate Professor**
Steven R. McClung, **Senior Associate Dean/Professor**
James L. Hunt, **Associate Dean of Macon Graduate Programs/Professor**
Jordan M. Blanke, Tammy N. Crutchfield, Susan P. Gilbert, Gina L. Miller, Arthur L. Rutledge, Faye A. Sisk, Vijaya Subrahmaniam, Charles H. Andrews (Emeritus), G. Russell Barber, Jr. (Emeritus), William Carl Joiner (Emeritus), M. B. Neace (Emeritus), Austin C. Schlenker (Emeritus), and Lloyd J. F. Southern (Emeritus), **Professors**
Carol J. Cagle, Elizabeth Chapman, Jeffrey Gilbert, Allen K. Lynch, Andres Marroquin, Nicholas Marudas, Etienne Musonera, Geoffrey Ngene, Myriam Quispe-Agnoli, Antonio Saravia, and Steven J. Simon, **Associate Professors**
Juanita K. Forrester, Arnab Nayak, Robi Ragan, Ania Rynarzewska, Agnieska Shepard, Briana Stenard, Kenneth Tah, Nikanor Volkov, Lane Wakefield, and William V. Luckie, Jr. (Emeritus), **Assistant Professors**
Sean S. Chen, Stephanie Howard, and Stephanie B. Morris, **Lecturers**

Graduate Programs

The School of Business and Economics offers the Evening Master of Business Administration (MBA), the Combined MBA/JD, the Health Care MBA, and the Innovation MBA on the Macon campus, with further descriptions in this section of the catalog. The SSBE Atlanta campus offers an Evening MBA, Full-Time MBA, Online MBA, Two-Year MBA, Master of Accountancy, Combined MBA/MAcc, Combined MBA/PharmD, Combined MBA/MDiv, Combined MBA/DPT, and Master of Science in Business Analytics. Additional information for each program can be found in the Graduate Studies section of the Atlanta catalog.

For information on the MBA Program in Macon, please write or call the School of Business and Economics, Mercer University, 1501 Mercer University Drive, Macon, Georgia 31207-0001 (478) 301-2835. For the graduate programs on the Atlanta campus, please write or call the School of Business and Economics, Mercer University, Cecil B. Day Campus, 3001 Mercer University Drive, Atlanta, Georgia 30341, (678) 547-6300.

These graduate programs are pragmatic in focus with extensive use of applied experience in instruction. This approach encompasses a mixture of lectures, case analysis, project work, and seminars. Each method is used to accomplish the goals of a specific course and to assure that students acquire the ability to apply business theory in a dynamic, competitive environment. Emphasis is given across the curriculum to ethical and socially responsible patterns of business activity and to the integration of specific functional areas into a coherent scheme for decision making and behavior.
Graduate Program Policies and Procedures

1. **Eligibility for Admission:**

   Applicants seeking graduate admission must have a bachelor’s degree with an acceptable level of scholarship from a regionally accredited institution of higher learning. The degree may be in any discipline. Graduates of foreign schools of higher learning must be able to document that their degree is the equivalent of a bachelor’s degree awarded by a regionally accredited United States college or university. Foreign educational credentials must be evaluated by an independent evaluation service at the applicant’s expense prior to admission.

2. **Application:**

   To be considered for admission an applicant must submit a completed application form accompanied by a $50 non-refundable fee ($100 for international applicants.) Applications may be obtained from the School of Business and Economics or on the website: https://business.mercer.edu.

3. **Transcripts:**

   All applicants must submit one official transcript from each collegiate institution previously attended to the School of Business and Economics, MBA Office, 1501 Mercer University Drive, Macon, Georgia 31207-0001 or the Office of Admissions, School of Business and Economics, Cecil B. Day Campus, 3001 Mercer University Drive, Atlanta, Georgia 30341, depending on the campus the applicant wishes to attend. International students must present a course-by-course transcript evaluation. A list of acceptable evaluators is available from the MBA Office.

4. **Admission Standards:**

   **A. General Standards for Admissions**

   All applicants must take the Graduate Management Admission Test (GMAT) with a minimum total score of 450. The GMAT is administered by the Educational Testing Service, Princeton, New Jersey. A GMAT information Catalog can be obtained by contacting the School of Business and Economics, or at www.gmat.org. Score reports should be forwarded to the Office of Admissions, School of Business in Atlanta or Macon using Institutional Code #5025. The GRE score may be offered as a substitute to the GMAT. Only GMAT and GRE scores within the five years prior to admission will be accepted. Individuals with advanced degrees are exempt from this entry requirement.

   **B. Special Consideration Program (SCP) for School of Business and Economics**

   1. **SCP for SSBE Students and Graduates.** The Stetson School of Business and Economics (SSBE) Special Consideration Program may be granted to students completing a Bachelor of Business Administration (BBA) degree or a Business minor at Mercer University within two years of the completion of the Bachelor’s degree. To be considered for the Special Consideration Program, applicants must meet the following conditions:

      a. All BBA degree requirements have been met, and

         • Minimum of 30 semester hours of undergraduate coursework completed at SSBE, and
         • 32 semester hours completed at Mercer.
b. Overall 3.0 grade point average (GPA) at Mercer (including transfer hours)
c. 3.0 GPA for business core curriculum courses (including transfer hours)
d. Earned grade C or better in ALL business courses taken at Mercer
e. A 3.0 GPA in the Business minor (in addition to an overall 3.0 GPA at Mercer)
f. GPA requirements must be maintained through graduation to receive Special Consideration.

2. SCP for Non-Business Students and Graduates. Special Consideration to Mercer MBA programs may also be granted to students completing a non-business undergraduate degree at Mercer University. To be considered for The Special Consideration Program, a non-business degree student must meet the following conditions:
   a. All undergraduate degree requirements have been met, and
      • Minimum 32 semester hours completed at Mercer.
   b. Completed minimum math and statistics courses, including
      • At least STA 126 or MATH 220, and
      • Completed MAT 191 or MAT 141 or MATH 130.
   c. Overall 3.0 GPA at Mercer (including transfer hours)
   d. 3.0 GPA for business core curriculum courses, including transfer hours (if applicable)
   e. 3.0 GPA for major courses at Mercer
   f. Earned grade C or better in ALL business, math, and major courses taken at Mercer
   g. GPA requirements must be maintained through graduation to receive Special Consideration.

C. SCP for the Macon Innovation MBA. Special Consideration to Mercer MBA programs may also be granted to students who are employees of Robins Air Force Base and who have an overall undergraduate grade point average of 3.0 (including transferred hours).

D. SCP for the Macon Health Care MBA. Special Consideration to Mercer MBA programs may also be granted to students who are employed in a health care field and who have an overall undergraduate grade point average of 3.0 (including transferred hours).

E. SCP for the Juris Doctor/Evening MBA. To be considered for Juris Doctor/Evening MBA SCP, a student must be enrolled at the Walter F. George School of Law as a 1L (first-year) student, and must have an overall law school grade point average of 78 or higher.

5. International Applicants:
A qualified applicant whose native language is not English will need an official TOEFL score of 80 IBT (internet based TOEFL), 213 CBT (computer based TOEFL), 550 PBT (paper based TOEFL) or 6.5 IELTS, to be eligible for admission. Students successfully completing Mercer’s English Language Institute’s Level Six, Mercer’s English Language Institute’s Graduate Business Preparatory program, or completion of English Composition I and II from a US based college or university will be exempt from the TOEFL/IELTS requirement. Students who have studies at an international institution of higher learning where the language of instruction was
in English may be exempt from the TOEFL/IELT requirement. Additionally, international applicants must meet the admissions requirements stated previously.

Upon acceptance into a degree program, additional testing may be performed by the English Language Institute of Mercer University for accepted international applicants whose primary language is not English. Those whose test results indicate a lack of proficiency in English will be required to enroll in and satisfactorily complete English courses deemed appropriate by the International Student Advisor and the School of Business and Economics. Any English courses needed as a result of this testing become a formal part of the international student's degree requirements and must be given first priority in registering for courses.

Each applicant must present official credentials attesting to academic achievement as to level and performance. Such documents will vary from country to country, but should be original documents with authoritative signatures, seals, stamps, etc. Whenever possible, these should be sent by the institution responsible for issuing such documents. In cases where it is impossible for an applicant to have these credentials sent from such institutions, the applicant should forward a duly notarized or "attested to" copy. The notarization should be done by a government official or proper representative of the American Embassy in the applicant's country. International applicants who completed all or part of their education abroad are required to have their foreign credentials evaluated by an approved independent evaluation service. Information and forms are available on request from the School of Business and Economics Office of Admissions. When the documents are in a language other than English, they must be accompanied by translations. These translations must be the original form and contain acceptable notarization as described above for a copy of the original documents. Translations should be made by the American Embassy, the home country Embassy, or an appropriate government official. As a general rule, documents translated by the Office of the American Friends of the Middle East (AFME) and the Institute of International Education (IIE) will be acceptable.

Because additional processing time is required, international students should submit the application and all supporting documents at least 60 days prior to the start of the desired semester of entrance.

Each international applicant must present financial documentation showing ability to finance the student's education and living expenses for one year. Financial documents must be dated no more than one year prior to date of enrollment. Neither graduate assistantships nor financial aid is available to international students.

6. Transient Status:

Students enrolled at another institution who wish to obtain graduate credit for a course taken at Mercer University must provide written authorization from the other institution. The authorization must be accompanied by a completed application for admission and the appropriate application fee. Transcripts and admission test scores are waived with letter of good standing.
7. **Transfer Credit:**

The MAcc program and the MSBA program do not accept graduate level transfer or transient credits. In the MBA program, students may receive credit for graduate courses taken at another institution, either as transfer or transient credit. The number of hours accepted as transfer and transient credit may not exceed six (6) semester hours. Credit for graduate transfer or transient courses completed at another institution may be awarded under the following conditions: (1) the courses were taken at a graduate-degree-granting institution accredited by a regional accrediting body and by AACSB-International; (2) the courses were graduate-degree courses; (3) grades of at least B were received in the courses; (4) the courses were completed within the five years prior to enrolling in graduate studies at Mercer; (5) other restrictions as set by the graduate faculty. Courses taken for another degree previously earned may not be applied toward the MBA or MAcc degrees.

A written request for consideration of transfer credit should be submitted to the appropriate Associate Dean by the student within six months of initial enrollment. The request must indicate the specific course(s) for which transfer credit is sought and must include a copy of the other institution’s Catalog, a course outline and an official transcript. Exceptions to this policy may be requested from the Dean of the School of Business and Economics.

8. **Transient Credit:**

Students who wish to earn transient credit from another college while enrolled in the MBA program must have prior approval from the appropriate Associate Dean for such credit to be accepted as a part of the degree program. Transient credit may not be used to meet the residency requirement necessary for graduation, except under unusual circumstances, which must be approved by the appropriate Associate Dean. Transient courses must be taken at schools that are accredited by the Association to Advance Collegiate Schools of Business (AACSB International). Course equivalencies must be approved in advance.

9. **Readmission:**

A student who withdraws from the school while on academic warning or probation, or who has not completed a course in one calendar year and who wishes to reenter, must request readmission in writing to the appropriate Associate Dean. Requirements for continued enrollment and limits to the number of courses a student may take may be established. Furthermore, if it has been two calendar years or more since a course has been completed, the student must reenter under the catalog governing the academic year in which he/she reenters. Appeals of decisions regarding readmission must be made in writing to the Dean of the School of Business and Economics. Any student who is on academic exclusion may not be readmitted.

10. **Academic Regulations:**

Graduate students should become familiar with Catalog information, the university calendar, and the specific regulations of their degree program.
11. **Exceptions and Appeals:**

Exceptions to policy or appeals of policy decisions and/or grades must be made in writing to the Dean of the School of Business and Economics. These will be reviewed according to the Grievance Policies and Procedures as described in the Mercer University Student Handbook.

12. **Degree Requirements:**

To qualify for the MBA degree, the student must successfully complete at least 36 semester hours of course work numbered 600 and above as specified under the Program of Study section. On all courses taken in residence and considered for graduation, the student must have a cumulative GPA of at least 3.0. To graduate, students must obtain a minimum grade point average of 3.0 on all graduate business courses taken at Mercer University. In addition to meeting the 3.0 requirement for graduation, students must have no more than two (2) grades of C and/or C+ in the entire graduate work. Grades below a C do not count toward Master’s degrees. No more than two (2) courses with a grade of less than B may be repeated for credit in the graduate programs. Students earning five letter grades of C or C+ in required core and foundation courses will be permanently excluded from the MBA program. Macon MBA students must also complete the graduate assessment examination, the Master of Business Administration Test. Courses taken for another degree previously earned may not be applied toward any graduate degree. The time limit for completion of all course work for graduate degrees is seven (7) years.

13. **Residency Requirements:**

To qualify for the MBA degree, the student must complete at least 30 semester hours of course work in residence. Students in the MAcc or MSBA program must complete at least 30 hours of graduate level (not including foundation courses) course work in residence.

14. **Participation in Commencement Ceremonies:**

Students who have met all degree requirements may participate in the Commencement ceremony. Other graduate students may participate under these stipulations: (1) if they are within six (6) hours or less of completing all degree requirements, including the minimum number of semester hours required, and (2) if they meet the minimum graduation requirements for grade point averages in cumulative GPA.

15. **MBA Classes for Students Enrolled in Graduate and Professional Programs Outside of the School of Business and Economics:**

Students enrolled in other graduate and professional programs of Mercer University may take up to three classes offered in the MBA program. A student must be in good standing in his or her program, have a four-year undergraduate degree, and must meet all prerequisites for the courses in which he or she wishes to enroll. All registrations must be approved by the appropriate Associate Dean.
Graduate Academic Deficiency

Unsatisfactory Academic Progress: The cumulative grade point average of 3.0 is one of the requirements for graduation from the graduate program. The cumulative grade point average is an indication of a student’s academic performance. Any student whose semester and/or cumulative grade point average is below 3.0 is considered to be making unsatisfactory academic progress, and the student’s progress will be monitored. The categories described below designate a single period of one or more consecutive semesters in which a student is making unsatisfactory academic progress. This period begins the semester following the semester in which the semester or cumulative grade point average is below 3.0 and ends the semester in which the cumulative and semester grade point average are at least 3.0.

Academic Warning

The first semester that a student’s semester and/or cumulative grade point average is below 3.0.

Academic Probation

The second and subsequent consecutive semesters in which a student is enrolled and the semester or cumulative grade point average is below 3.0. To improve the academic standing of a student who is making unsatisfactory academic progress, the appropriate Associate Dean may specify conditions with which a student must comply to be able to register, such as the courses to be taken, the course load, the attainment of a specific semester grade point average, and/or counseling.

Academic Suspension

After the second and subsequent semesters on Academic Probation, a student may be placed on Academic Suspension; that is, the student may not be permitted to register for classes for one or more semesters. A student who is suspended may request in writing that the appropriate Associate Dean of his or her program review the decision.

Academic Exclusion

In the most serious cases of unsatisfactory academic progress a student may be permanently excluded from the program. Students earning five letter grades of C or C+ in required core and foundation courses will be permanently excluded from the MBA program.

Readmission

The student who wishes to be considered for readmission following suspension must make application in writing to the appropriate Associate Dean. The application must be made at least 45 days prior to the close of registration for the semester in which the student wishes to enroll. The Associate Dean may consult with faculty before making a decision. If the student is allowed to reenter, the Associate Dean may establish conditions for the student’s readmission, as well as course requirements. A negative decision by the Associate Dean may be appealed in writing to the Dean, or to the Dean’s designated representative. The decision of the Dean, or the Dean’s representative, is final.
Grades of C or Below

Graduate students, in addition to meeting the 3.0 requirement for graduation, must not have more than 2 grades of C and/or C+ in the entire graduate work. Grades below a C do not count toward Master's degrees. Students not meeting the minimum standards may be placed on academic probation. Students earning five letter grades of C or C+ in required core and foundation courses will be permanently excluded from the MBA program.

MASTER OF BUSINESS ADMINISTRATION PROGRAMS
GENERAL DESCRIPTION

The Master of Business Administration (MBA) degree is a professional degree for individuals interested in the management of human, material, and financial resources in business, government, and non-profit organizations. The program is tailored to meet the needs of individuals already employed as managers, as well as persons preparing for advancement into middle management or administrative levels. The MBA program has the following objectives:

• Examine the relationship between business and society in order to heighten each student’s awareness of social dilemmas and value conflicts which affect an organization’s performance;
• Develop a greater understanding of human behavior in organizations and develop the attitudes and skills necessary to achieve effective working relationships;
• Develop analytical techniques and multi-disciplinary approaches useful in making and implementing decisions;
• Develop a strategic vision necessary to cope with complex managerial problems in a global environment.

Specific Graduate Programs of Study

A. FOUNDATION PATHS

To be considered for admission to the Master of Business Administration program of the School of Business and Economics, students must demonstrate proficiency in designated foundation areas. There are two general means by which this can be accomplished. The first path requires the successful completion of a diverse set of foundations courses at the undergraduate level. These courses may be taken at any approved college or university. The second path requires successful completion of three graduate level foundations courses, offered online, through the School of Business and Economics.

Undergraduate Foundations Path

1. STA 126: Introductory Statistics (This requirement is waived with an approved equivalent undergraduate course with a grade of C or better.)
2. ECN 150: Principles of Microeconomics and ECN 151: Principles of Macroeconomics (This requirement is waived with approved undergraduate courses with a grade of C or better.)
3. FIN 362: Principles of Finance (This requirement is waived with an approved equivalent undergraduate course with a grade of C or better.)
4. ACC 204: Introductory Financial Accounting and ACC 205: Introductory Managerial Accounting (This requirement is waived with approved equivalent undergraduate courses with grades of C or better.)

Graduate Foundations Path

BAA 505. Micro and Macro Economics (3 hours)
This course is a study of economic theory applied to activities associated with the 21st century's global and domestic perspectives. The course analyzes and reveals the environments that are significant in business activities as they relate to economic decision-making at the micro and macro levels. (Every semester)

BAA 510. Accounting and Finance (3 hours)
This course is an introduction to business covering major accounting and finance issues. Topics covered include: analysis of financial statements including ratio and trend analysis; investment analysis; time value of money; evaluation of the quality of earning; forms of business organization and related taxation effects; and sources of capital and financing. (Every semester)

BAM 530. Business Statistics (3 hours)
This course will teach statistical methods that will help the student to make sound business decisions. Topics include numerical and graphical descriptive methods, correlation, contingency tables, probability concepts and distributions, confidence intervals, hypothesis tests, and important statistical tools: t-tests, Chi-Square Tests, ANOVA, and regression models. This course emphasizes application and interpretation rather than theoretical detail. (As needed)

Additional Notes

Students may find themselves with some, but not all, of the required undergraduate foundations courses described in the “Undergraduate Foundations Path.” In such instances, students may substitute a subset of the foundations courses listed in the “Graduate Foundations Path” to complete the requirements of the “Undergraduate Foundations Path.” In other words, students may combine undergraduate courses (often transferred from other schools) with graduate level foundations courses in order to meet the foundations requirements. Students interested in combining undergraduate and graduate level courses to meet foundations requirements must receive prior approval from the appropriate Associate Dean prior to completing foundations courses.

B. EVENING MASTER OF BUSINESS ADMINISTRATION (MBA) PROGRAM IN MACON

The Evening MBA Program requires the completion of 36 credit hours of MBA-level courses (level 600 and above). The core, or required, courses in the Evening MBA curriculum are listed and described below.

Core Courses

BAM 602. Financial Reporting and Analysis (3 hours)
This course is an in-depth look at financial reporting, regulation, ratio and trend analysis. Research skills using on-line data bases will be explored. (Every fall)

BAM 604. Operations Management (3 hours)
Prerequisite: BAM 530 or an approved undergraduate equivalent. This course focuses on the strategic and tactical issues in managing the creation and distribution of goods and services. Concepts and techniques for process and project management are covered. Specific topics include, but are not limited to, operations
strategy, quality management, time-based competition, supply chain management and project management. (Every fall)

BAM 606. Applied Microeconomic Analysis (3 hours)
Prerequisite: BAA 505 or an approved undergraduate equivalent.
A survey of economic tools and analysis available to the manager for business decision making. Includes such topics as: pricing, forecasting, demand analysis, and macroeconomic policy as it affects the business environment. (Every fall)

BAM 608. Global Macroeconomic Environment (3 hours)
Prerequisite: BAA 505 or an approved undergraduate equivalent.
This course is a study of aggregate economic activity in an open economy format. Unemployment, inflation and growth are analyzed within a global environment. Policy issues, both monetary and fiscal in nature, are discussed with consideration given to the impact of international linkages. Emphasis is placed upon analytical methods which enable managers to understand and predict the effect of overall economic fluctuations on their firms. (Every summer)

BAM 610. Managers and the Legal and Governmental Environment of Business (3 hours)
This course introduces students to the many legal and regulatory challenges that managers confront during the life of a business. It focuses on the relationship between law, governments, and business, considers how effective use of legal strategies can both advance a business and avoid regulatory costs and how efficient use of counsel can be achieved. (Every spring)

BAM 612. Corporate Financial Management (3 hours)
Prerequisites: BAA 510 or an approved undergraduate equivalent.
The course focuses on the conceptual and practical problems associated with the financial management of non-financial firms. Topics include valuation of the firm, capital budgeting, risk, cost of capital, capital structure, dividend policy, and investment strategies. (Every summer)

BAM 614. Accounting for Control (3 hours)
Prerequisite: BAM 602.
A course designed for middle managers which reviews the effective use of accounting information in business decision-making. A case approach. (Every spring)

BAM 616. Management and Leadership (3 hours)
This course describes and analyzes the growth, development, and application of behavioral science to industrial society. Emphasis is placed upon an understanding of the social, psychological, and cultural aspects of the work situation. (Every fall)

BAM 618. Advanced Seminar in Business Ethics (3 hours)
Prerequisite: BAM 616 or permission of instructor.
This course offers a multidisciplinary approach to the issues of ethical business practice. It examines the concept of leadership as a specialized role and as a social influence process in organizations and in society at-large. (Every summer)

BAM 620. Strategic Marketing (3 hours)
An analytical examination of the decision-maker’s process in producing a marketing strategy consistent with the underlying factors present in various situations. Case analysis is emphasized to help develop strategic marketing skills. (Every spring)

BAM 622. Applied Data Analysis (3 hours)
Prerequisites: successful completion of the Statistics Skills Test prior to registration, BAM 530 or an approved undergraduate equivalent.
A review of major theories, tools, and techniques useful in making decisions and solving problems. Special emphasis on the problems more commonly encountered by middle and lower levels of management. (Every spring)

**BAM 699. MBA Capstone** (3 hours)
Prerequisite: 24 semester graduate credits.
This course provides students with the opportunity to correlate, integrate, and apply the concepts that are developed throughout the program. An emphasis of the course is strategic management. A computer simulation is used extensively. (Every summer)

**MBA Electives (BAM)**

**BAM 615. Supply Chain Management** (3 hours)
Prerequisite: permission of the director of graduate programs.
A critical analysis of the Supply Chain from end-to-end in a variety of business models. How Supply Chain Management long and short-term strategies affect the success of a business and impact all aspects of the business performance. Students will become Supply Chain decision-makers who will weigh the trade-offs and produce a Supply Chain proposal consistent with the underlying factors in various situations. Case analysis is emphasized to help develop Supply Chain strategies, proposals and recommendations. (As needed)

**BAM 624. Advanced Applied Data Analysis** (3 hours)
Prerequisite: BAM 622.
This course provides students the opportunity to directly apply the content of BAM 622, Applied Data Analysis to a real world setting. The entire course is based on a self-defined problem. After identifying and organizing the available data and after discussing appropriate techniques, students will develop a detailed statistical analysis that aids in the understanding of a problem. Practical recommendations and potential solutions will be a critical component of the analysis. (As needed)

**BAM 626. Independent Study** (3 hours)
Prerequisite: permission of the director of graduate programs.
Independent Study is designed to allow an individual student to study in an area or subject that is not offered in the program curriculum as shown in the catalog. The student’s proposal for Independent Study must be planned with and approved by an instructor, and must be approved by the Dean. Maximum degree credit of Independent Study for any student is 3 semester hours. (As needed)

**MBA Electives (BA)**

**Accounting/Taxation**

**BA 630. Individual Income Tax** (3 hours)
Prerequisite: BAA 603 or BAM 614.
An introduction to the basic skills and concepts needed for individual income taxation. A foundation of tax knowledge which can be expanded into special areas. (Atl)

**BA 635. Corporate, Partnership, and Estate Taxation** (3 hours)
Prerequisites: BAA 603 and BA 630, or BAM 614 and BA 630.
This course examines the income taxation of corporations and partnerships including operating, formation, and distributions. Gift and estate taxation issues are also addressed.
BA 637. Governmental and Not-For-Profit Accounting (3 hours)
Prerequisite: consent of instructor.
A study of the principles of fund accounting for and financial reporting by not-for-profit and government entities. This course also addresses CAFR analysis and current topics in the content area.

BA 655. Advanced Auditing (3 hours)
Prerequisite: ACC 431.
A continuation of introductory auditing with emphasis on development of audit procedures, the internal control structure, and assessed audit risk. Major audit failures are analyzed to assess causes and appropriate remedies. Ethical standards for the audit profession are also examined.

BA 657. Advanced Accounting (3 hours)
Prerequisites: ACC 371, 372, and 373, or consent of the instructor.
A study of the theory and principles of accounting for business combinations, the preparation of consolidated financial statements, branch accounting, accounting for partnerships, accounting for international operations, and accounting for governmental and nonprofit organizations. A case approach.

Economics

BA 678. International Economics (3 hours)
Prerequisite: BAA 601 or BAM 606.
An introduction to foreign trade theory and commercial policies. Topics may include the theory of international trade, commercial policies, balance of payments and domestic stability, offer curves and the terms of trade, and international trade strategy.

Finance

BA 670. Seminar in Financial Management and Policy (3 hours)
Prerequisite: BAA 609 or BAM 612.
Advanced topics in Financial Management will be applied to real world case studies. The course will emphasize decision making and should be the last course taken in the finance sequence.

BA 671. Corporate Restructuring via Mergers and Acquisitions (3 hours)
Prerequisite: BAA 609 or BAM 612.
This course will offer an intermediate-to-advanced treatment to the topic of corporate control, a topic that has become very popular in corporate America and which is gaining much importance. Some of the broad topics to be covered in this course include: theory of the firm and corporate activity; economic rationale for the existence of the firm and for the major types of mergers; theories of mergers and tender offers; empirical tests of some of the more important theories; sell-offs and divestitures; methods of payment and leverage; takeover defenses; and legal framework of mergers. (Mac)

BA 672. Financial Institutions (3 hours)
Prerequisite: BAA 609 or BAM 612.
Analysis of money and credit system of the United States banking system and the impact of monetary and fiscal policies upon business decisions and economic activity.

BA 673. Capital Budgeting (3 hours)
Prerequisite: BAA 609 or BAM 612.
An analytical course that introduces advanced mathematical and statistical concepts into the analysis of the financial decision making process.
BA 674. Investment Analysis & Portfolio Management (3 hours)
Prerequisite: BAA 609 or BAM 612.
Rigorous and empirical study of the elements of investment; investment background and modern investment theory; analysis and valuation of equity securities and bonds; asset pricing and portfolio theory and evaluation of portfolio performance.

BA 675. International Finance (3 hours)
Prerequisite: BAA 609 or BAM 612.
To familiarize the student and managers with a changing international scene. The use of foreign exchange, interest rate risk, arbitrage, spot and forward rates and the applicability of hedging will be introduced. The course will emphasize applications for MBA students majoring in finance and other students interested in the topic. (Atl)

BA 694. Financial Derivatives: Options and Futures (3 hours)
Prerequisite: BAA 609 or BAM 612.
The course explores the latest derivative markets introduced to the U.S. and the rest of the world. These markets are the Futures, Options, Futures on Options and other financial engineering instruments. The objective is to use these instruments either as an individual investor or for hedging purposes by corporate managers. (Atl)

General Business

BA 664. Electronic Commerce (3 hours)
Technology is a driving force in the trend of globalization. This course examines how organizations are relying on the Internet for marketing and management purposes. Emphasis will be on implementing electronic commerce as a business strategy, leveraging information technologies for business processes, and reviewing state of the art applications used in product, service, and information sectors. Legal and ethical issues of electronic commerce will also be addressed.

International Business

BA 613. Studies Abroad (1-6 hours)
Travel to a foreign country in order to interview and consult with business managers, labor leaders, academicians and government officials. Lectures, discussions, facilities tours. Analysis of the role and impact of cultural, economic, social, political and legal influences on management philosophy and practice. Theories and practices of organizing, motivating, communicating and negotiation are examined in different national settings. Research report and oral presentations required. Direct costs such as airfare, meals and lodging are added to normal tuition charges. (Atl)

BA 675. International Finance (3 hours)
Prerequisite: BAA 609 or BAM 612.
To familiarize the student and managers with a changing international scene. The use of foreign exchange, interest rate risk, arbitrage, spot and forward rates and the applicability of hedging will be introduced. The course will emphasize applications for MBA students majoring in finance and other students interested in the topic. (Atl)

BA 681. International Marketing (3 hours)
Prerequisite: BAA 605 or BAM 620.
An analysis of the social, cultural, political and economic environment for international marketing, problems in the marketing organizational structure of the firm and control of the international marketing operations in the multinational firm; also a study of alternative marketing strategies for cross national marketing and how it could develop into viable international exchange markets. (Atl)
BA 696. International Management (3 hours)
Prerequisite: BAA 692 or BAM 616.
Managers increasingly work either with an ethnically diverse domestic work force or at cross-national or cross-regional interfaces. To improve performance in these multicultural settings, this seminar examines ways in which cultures vary and how these variations affect work values, expectations and practices. The seminar then explores ways of effectively managing cultural diversity.

Internship

BA 656. Business Administration Intern (3 hours)
Prerequisites: completion of at least 15 hours in the MBA program, minimum 3.0 cumulative GPA, and permission of the director of graduate programs.
The intern program is designed to provide the student on-site (as a minimum) 60 work hours of experience in business administration. The intern program must be substantially different from any business experience that the student has had. The intern program cannot be at a location where the student is employed, or where the student has been employed. The student will be assigned an academic internship advisor, who will be responsible for establishing the internship objectives, and coordinating these with the internship sponsor at the employer. Course objectives will vary based on the nature of the internship. It is expected that there will be reading requirements and written assignments to enhance the student's learning from the experience. The student's advisor will oversee, with the help of the sponsor, the intern's study and review the student's work and assign the grade.

Management

BA 642. Practitioner's Seminar (1.5 hours)
Prerequisite: permission of the director of graduate programs.
This course is designed around a topic of interest which is presented by a practitioner along with a full-time faculty member. Each seminar has a principal objective of linking theory and practice. (Each seminar carries 1.5 hours of credit. Graduate students may take up to 6 semester elective hours in Practitioner's Seminar toward their program of study. These seminars may not substitute for core courses.)

BA 676. Applied Decision Sciences (3 hours)
Prerequisite: BAA 611 or BAM 622.
Management simulation through the use of a computer game. Students are divided into teams for decision making purposes and compete with other teams. The course emphasizes quantitative models such as Multiple Regression and Linear Programming. Extensive use of computer software relevant to the models and techniques introduced; however, no computer programming knowledge is assumed. (Atl)

BA 684. Entrepreneurship (3 hours)
This course provides students with an understanding of the process of starting a business. It will cover such topics as the nature of the entrepreneur, team formation, how to evaluate market opportunities, business model generation, marketing, legal aspects of business creation, and financing a business. Students develop a business model and business pitch as part of the class experience. (Atl)

BA 685. Human Resource Management (3 hours)
Prerequisite: BA 692 or BAM 616.
This course examines the fundamentals of human resource management. It emphasizes the individual-organization interface and the administration of the personnel function to achieve organization objectives.
BA 696. International Management (3 hours)
Prerequisite: BAA 692 or BAM 616.
Managers increasingly work either with an ethnically diverse domestic work force or at cross-national or cross-regional interfaces. To improve performance in these multicultural settings, this seminar examines ways in which cultures vary and how these variations affect work values, expectations and practices. The seminar then explores ways of effectively managing cultural diversity.

Management Information Systems

BA 654. Foundations in Management Information Systems (3 hours)
Prerequisite: BAA 611 or BAM 604.
Information systems and technologies (IS/T) are an integral part of most organizations. Managers need at least a basic understanding of IS/T in order to express requirements, make necessary choices, oversee implementations and assess results. Combining academic theory and business experience, this course is designed to provide an understanding of the concepts and fundamentals of IS/T, the challenges of designing and implementing them and their potential impact on the organization. Emphasis will be on aligning information strategies with business strategies and leveraging information technologies for business processes.

BA 660. Information Resource Management (3 hours)
Prerequisite: BAA 611 or BAM 604.
Information Resource Management (IRM) is designed to provide an overview of a number of the people and technical issues related to Information Systems (IS) planning, development, organization, evaluation and control. The impacts of IS on users at various levels of the organization are examined. Applications of emerging technologies will be reviewed. The goal is to integrate the issues and concepts discussed so that common themes and relationships become apparent. At all times the focus should be on practical applications of the material being discussed. (Atl)

Marketing

BA 662. Social Media and eMarketing (3 hours)
Prerequisite: BAA 605 or BAM 620.
This course focuses on the strategy and decision-making aspects of electronic marketing for the creation and execution of a modern, efficient direct promotional campaign. The course will incorporate and review the constantly evolving marketplace by examining database management technologies, crowd sourcing strategies, SEO, web analytics, mobile marketing, social media, and viral marketing. It is relevant to both business-to-consumer and business-to-business settings.

BA 681. International Marketing (3 hours)
Prerequisite: BAA 605 or BAM 620.
This course is an examination and analysis of the social, cultural, political/legal, regulatory and economic environments facing international marketers, market entry strategies, sourcing strategies, problems in the marketing organizational structure of multinational firms, and control of the international marketing function. The course focuses on alternative marketing strategies for cross-national marketing and the development of successful international strategies.

BA 682. Buyer Behavior (3 hours)
Prerequisite: BAA 605 or BAM 620.
This course focuses on the study of the behavior of buyers of consumer and industrial goods and services. Special emphasis is placed on increasing the student’s sensitivity to,
and understanding of, buyers and their behavior and providing the student with experience in applying this knowledge to effective marketing management decisions. (Atl)

**BA 686. Marketing Promotion**  
(3 hours)  
Prerequisite: BAA 605 or BAM 620.  
This course focuses on decision making in the management of the elements of the firm’s promotional mix such as advertising, sales promotion, publicity, and packaging and branding. Special emphasis is placed on the use of promotional tools as they are used in promotional strategy formulation. (Atl)

**C. COMBINED MASTER OF BUSINESS ADMINISTRATION/LAW (JD/MBA) PROGRAM IN MACON**

The School of Business and Economics and the Walter F. George School of Law of Mercer University offer a combined program of study that permits both the MBA and JD degrees to be earned in three academic years. The MBA degree is earned through the School of Business and Economics, normally by taking a combination of evening courses on the Macon campus and Mercer online courses. Law coursework must be done at Mercer’s Walter F. George School of Law.

On the law school application, an applicant to the program must indicate his/her intent to also apply to the Macon Evening MBA Program of the School of Business and Economics. Both schools will share the information in the application, including required standardized test scores. The applicant must be admitted separately by each school. No person will be admitted to the law school merely because he or she has been admitted to the Macon Evening MBA program, and no person will be admitted to the Macon Evening MBA program merely because he or she has been admitted to the law school.

Shown below is a sample of a course of study that would permit a student to complete the combined JD/MBA degree course requirements in three years. This is only a sample and is not intended as the only path to completion of the combined degree program. Instead, the deans of the law school and the School of Business and Economics (or their respective designates) are expected to work with students to develop and approve alternative programs of study and courses for those students who choose not to follow this sample. Any alternative course of study must adhere to law school and the School of Business and Economics requirements, as modified by the requirements for the combined degree program. In the sample, the Macon Evening MBA core program is reduced to 30 semester hours.

**First Year, Fall Semester**
Law 100: Introduction to the Study of Law
Law 103: Introduction to Legal Research
Law 107: Contracts I
Law 110: Criminal Law
Law 119: Torts
Law 151: Jurisdiction and Judgments
Law 118: Legal Process

**First Year, Spring Semester**
Law 103: Introduction to Legal Research
Law 108: Contracts II
Law 116: Property
Law 149: The Legal Profession
Law 203: Civil Lawsuits
Law 152: Legal Writing I
First Year, Summer Semester
MBA prerequisites if ECN 150 and 151; MAT 126; ACC 204, 205; and FIN 362 or equivalents were not taken as an undergraduate: BAA 505, BAA 510, BAM 530

Second Year, Fall Semester
Law 150: American Constitutional System
Law 200: Introduction to Counseling
Law 207: Legal Writing II
Law electives
BAM 602: Financial Reporting and Analysis
BAM 606: Applied Microeconomic Analysis

Second Year, Spring Semester
Law 154: Statutory Law and Analysis
Law 206: Evidence
Law electives
BAM 614: Accounting for Control
BAM 620: Strategic Marketing

Second Year, Summer Semester
BAM 618: Advanced Seminar in Business Ethics
(waived with credit for Law 107)
BAM 612: Corporate Financial Management
MBA Elective

Third Year, Fall Semester
Law 300: Introduction to Dispute Resolution
Law electives
BAM 616: Management and Leadership
BAM 699: MBA Capstone

Third Year, Spring Semester
Law 302: Law of Lawyering
Law electives
BAM 610: Managers and the Legal and Governmental Environment of Business (waived with credit for Law 149)
BAM 622: Applied Data Analysis
MBA Elective

D. HEALTH CARE MBA PROGRAM IN MACON
The Health Care MBA is designed to meet and advance the needs of persons already employed as managers in health care as well as persons preparing for advancement into management or administrative levels in healthcare. The Health Care MBA is a twelve-month program that provides both a broad business-focused approach to economics, management, marketing, accounting, finance, information systems, and law as well as a specialized introduction to health economics and finance, ethics in health care, and public policy and data management issues related to health care delivery. Admission requirements are in identified in the Catalog in the Graduate Program Policies and Procedures section. Further information can be obtained by contacting the Associate Dean for Graduate Studies in Macon.
MBA Core Courses (24 credit hours)

BA 692. Organizational Behavior (3 hours)
This course describes and analyzes the growth, development and application of behavioral science to industrial society. It emphasizes the social, psychological and cultural aspects of the work situation, using behavioral patterns as the basic unit of observation. Attention is focused upon such topics as industrial sociology, organization, social control, personnel psychology and industrial social psychology. This course is designed to equip a manager with the knowledge, conceptual framework, skill and experience needed to design and manage effective human-resource systems. (Every Fall)

BAM 614. Accounting for Control (3 hours)
A course designed for middle managers which reviews the effective use of accounting information in business decision-making. A case approach. (Every Fall)

BAA 601. Managerial Economics (3 hours)
This course offers a survey of economic tools and analysis available to the manager for business decision-making. It includes such topics as pricing, forecasting, demand analysis, and macroeconomic policy as it affects the business environment. (Every Fall)

PBA 653C. Marketing Concepts and Consumer Behavior (3 hours)
Marketing environmental factors such as the competition, the consumer, research issues, segmentation concepts, and positioning strategies are examined. This course emphasizes identification and assessment of the variety of marketing factors that are critical to the development of efficient and effective marketing initiatives. (Every Fall)

BAM 610. Managers and the Legal and Governmental Environment of Business (3 hours)
This course introduces students to the many legal and regulatory challenges that managers confront during the life of a business. It focuses on the relationship between law, governments, and business, considers how effective use of legal strategies can both advance a business and avoid regulatory costs and how efficient use of counsel can be achieved. (Every Fall)

BAM 612. Corporate Financial Management (3 hours)
Prerequisites: BAA 510 or an approved undergraduate equivalent. The course focuses on the conceptual and practical problems associated with the financial management of non-financial firms. Topics include valuation of the firm, capital budgeting risk, cost of capital, capital structure, dividend policy, and investment strategies. (Every Spring)

BAM 620. Strategic Marketing (3 hours)
An analytical examination of the decision-maker’s process in producing a marketing strategy consistent with the underlying factors present in various situations. Case analysis is emphasized to help develop strategic marketing skills. (Every Spring)

BAA 607. Management Information Systems (3 hours)
This course provides an understanding of the concepts and fundamentals of information systems and information technologies, the challenges of designing and implementing them, and their potential impact on the organization. The course covers the strategic role of information technology; the corporate impact of information technology; building blocks of information technology (data, knowledge and information); the Internet and e-business; information systems development; and information technology infrastructure, architecture and management. (Every Spring)
Health Care Component Courses (12 Hours)

**HCM 603. Health Care Economics and Finance** (3 hours)
This course covers an analysis and evaluation of the economic, financial and payment environment of the health-care consumer, provider, institution and the different organizations found in the health-care industry. These areas are integrated to provide a complete understanding of the managed-care organization’s economic, financial and payment objectives to provide health services to all health-care clients. (Every Summer)

**HCM 602. Ethical Issues in Health Care Management** (3 hours)
This course introduces the ethical environment of health-care and the framework of ethical decision making. Ethical considerations of health-care management are discussed from the perspective of the provider, payer, consumer and regulator. Topics include advance directives, living wills, physician-assisted suicide, quality of life and end-of-life decisions. (Every Summer)

**BAM 627. Healthcare Field Residency** (3 hours)
The health care field residency is a week-long academic residency meeting with key health care stakeholders and decision makers in the health care delivery system. Visits include government agencies, legislators, and key individuals in influencing health care policy and reimbursement. Issues of compliance and medical research will be included as well. Students will be prepared prior to travel with academic coursework. (Every Summer)

**BAA 699. MBA Capstone** (3 hours)
Prerequisite: Restricted to candidates who have completed the core program and are in good standing. This is normally taken as the final course in the MBA program. The culminating course for the MBA program provides students with the opportunity to correlate, integrate and apply the concepts and principles learned in the core and electives courses of the MBA program. (Every Summer)

**INNOVATION MBA PROGRAM IN MACON**
The Innovation MBA is a twelve-month program. It is designed to provide both a broad business-focused approach to economics, management, marketing, accounting, finance, information systems, and law as well as a specialized introduction to operations management, supply chain management, leadership, and project development. Admission requirements are identified in the Catalog in the Graduate Program Policies and Procedures section. Further information can be obtained by contacting the Associate Dean for Graduate Programs in Macon.

Core Courses (24 credit hours)

**BA 692. Organizational Behavior** (3 hours)
This course describes and analyzes the growth, development and application of behavioral science to industrial society. It emphasizes the social, psychological and cultural aspects of the work situation, using behavioral patterns as the basic unit of observation. Attention is focused upon such topics as industrial sociology, organization, social control, personnel psychology and industrial social psychology. This course is designed to equip a manager with the knowledge, conceptual framework, skill and experience needed to design and manage effective human-resource systems. (Every Fall)

**BAM 614. Accounting for Control** (3 hours)
A course designed for middle managers which reviews the effective use of accounting information in business decision-making. A case approach. (Every Fall)
BAA 601. Managerial Economics (3 hours)
This course offers a survey of economic tools and analysis available to the manager for business decision-making. It includes such topics as pricing, forecasting, demand analysis, and macroeconomic policy as it affects the business environment. (Every Fall)

PBA 653C. Marketing Concepts and Consumer Behavior (3 hours)
Marketing environmental factors such as the competition, the consumer, research issues, segmentation concepts, and positioning strategies are examined. This course emphasizes identification and assessment of the variety of marketing factors that are critical to the development of efficient and effective marketing initiatives. (Every Fall)

BAM 610. Managers and the Legal and Governmental Environment of Business (3 hours)
This course introduces students to the many legal and regulatory challenges that managers confront during the life of a business. It focuses on the relationship between law, governments, and business, considers how effective use of legal strategies can both advance a business and avoid regulatory costs and how efficient use of counsel can be achieved. (Every Spring)

BAM 612. Corporate Financial Management (3 hours)
Prerequisites: BAA 510 or an approved undergraduate equivalent. The course focuses on the conceptual and practical problems associated with the financial management of non-financial firms. Topics include valuation of the firm, capital budgeting, risk, cost of capital, capital structure, dividend policy, and investment strategies. (Every Spring)

BAM 620. Strategic Marketing (3 hours)
An analytical examination of the decision-maker’s process in producing a marketing strategy consistent with the underlying factors present in various situations. Case analysis is emphasized to help develop strategic marketing skills. (Every Spring)

BAA 607. Management Information Systems (3 hours)
This course provides an understanding of the concepts and fundamentals of information systems and information technologies, the challenges of designing and implementing them, and their potential impact on the organization. The course covers the strategic role of information technology; the corporate impact of information technology; building blocks of information technology (data, knowledge and information); the Internet and e-business; information systems development; and information technology infrastructure, architecture and management. (Every Spring)

Innovation Component Courses (12 Hours)

BAM 615. Supply Chain Management (3 hours)
This course focuses on the strategic and tactical issues in managing the creation and distribution of goods and services. Concepts and techniques for process and project management are covered. Specific topics include, but are not limited to operations strategy, time-based competition, and supply chain management. (Every Summer)

PBA 615B. Idea Generation/New Product Development (3 hours)
Students will apply a variety of idea generation techniques such as brainstorming, mind-mapping, and storyboarding. Techniques for challenging assumptions as well as busting bad ideas will also be applied. The course will delve into customer validation, product design, prototyping, product testing, branding, product revisions and pivoting, and product pricing. Students will thoroughly explore the product life cycle management process. (Every Summer)
PBA 645A. Negotiation and Leadership  (3 hours)
This course is designed to build leadership and negotiation skills of aspiring entrepreneurs and/or innovators in an organization. Leadership for these individuals in particular often requires honest and ethical but compelling persuasion to get people to support their ideas. Furthermore, negotiation is a critical skill when we need others to help us achieve our objectives. The course will build tangible leadership and negotiation skills aimed at building a persuasive case for your ideas, inspiring trust, leading by example, managing people and projects, and recognizing distributive and integrative elements of negotiation. Course objectives will be accomplished through highly interactive cases and simulations, whereby students learn by actively engaging in various leadership and negotiation scenarios. (Every Summer)

PBA 655B. Project Launch  (3 hours)
This course will emphasize the importance of understanding the competitor reactions, marketing strategies, selling the idea, the pitch, first launch, branding, and the launch marketing budget. This course provides students with solid experience in creating market-driven and market-driving strategies for the future success of a business. A focus is on discovering and developing a set of unique competencies for a firm that, through strategic differentiation, leads to sustainable competitive advantage in the marketplace. (Every Summer)
Tift College of Education

Thomas R. Koballa, Jr., Dean/Professor
Kelly Reffitt, Associate Dean/Associate Professor
Jeffrey S. Hall, Associate Dean/Associate Professor
Mary Kay Bacallao, Joseph L. Balloun, Penny L. Elkins, Jianhua Feng, Catherine M. Gardner, William O. Lacefield, and Susan C. Malone, Professors
Sharon Murphy Augustine, Olivia Boggs, Lucy Bush, Sylvia Y. Cain, Sherah Betts Carr, Andrew L. Grunzke, Carol Isaac, Margie W. Jones, Sybil Anne Keesbury, Pamela A. Larde, Vicki L. Luther, Wynnetta A. Scott-Simmons, Michelle Vaughn, and Jane West, Associate Professors
Caroline Young, Director of Assessment
Carlene Russell, Director of Candidate Program Progression
Kristin Doss, Associate Director of Field Placement
Rebecca Grunzke, edTPA Coordinator and Instructor
Barbara McWethy and Sheila Thompson, Instructors
Jan Johnson, Part-time Instructor

The Tift College of Education offers a distance learning/online Master of Education degree and a Specialist in Education degree in Elementary Education through the Regional Academic Centers. A distance learning/online Specialist in Education degree in Teacher Leadership is offered through the Atlanta Campus. A Master of Education in Higher Education Leadership, Tier One P-12 Educational Leadership, or Independent and Charter School Leadership are offered on the Atlanta and Macon campuses. A Specialist in Education degree in Educational Leadership is offered at the Macon Center and on the Atlanta Campus. Ph.D. programs in Educational Leadership (P-12 School Leadership or Higher Education Leadership tracks) and in Curriculum and Instruction are hybrid online Atlanta campus programs. Master of Arts in Teaching programs are offered on the Macon and Atlanta Campuses and at the Henry Center. Programs leading to certification are approved by the Georgia Professional Standards Commission.

APPLICATION DEADLINES

For many programs in the College of Education, applications are continually accepted; however, completed applications (including official transcripts and other supporting materials) must be received by the following final deadline dates:

- August 1 for Fall admission
- December 1 for Spring admission
- May 1 for Summer admission

Exceptions to this deadline schedule are the distance learning M.Ed. and Ed.S. programs in Elementary Education, the Macon Campus M.A.T. programs, programs in Teacher Leadership and Educational Leadership, and the Ph.D. programs. For additional information about application deadlines for graduate programs, contact Graduate
GENERAL GRADUATE PROGRAMS POLICIES

The purpose of the graduate programs in education is to prepare professional educators who will have a philosophy of growth and change based on reliable knowledge about the principles and practices of education. An additional objective is to educate teachers and educational leaders in the skills of research and to foster a disposition to initiate and promote basic and applied research. The College will provide courses to meet all program requirements within the specified program completion time from the time the student enrolls. The College is not under obligation to grant individualized study through directed/independent study courses or special topics research courses unless the College fails to schedule the course requirements within the time specified. The policies of the graduate program are under the review of the University Graduate Council.

The Graduate Program of the College of Education recognizes the importance of addressing technological advancements within society. Therefore, emphasis on the relevance of technological developments will be infused throughout courses in the graduate programs.

All course work within the College of Education reflects the faculty’s recognition of students with diverse and special needs. Mercer’s graduate programs are designed to prepare all teachers and educational leaders to plan appropriately for disabled, special needs, and other diverse populations.

Academic Standards for Graduate Students

Students in all graduate degree programs and in non-degree tracks must earn a grade of B or better in all required classes and field experiences. Students in the Ed.S. degree programs or in the Ph.D. programs must also maintain a cumulative grade point average of 3.5 on a 4.0 scale. Students in the M.Ed. program must also maintain a graduate GPA of 3.0 or above. Students may repeat a class only once in order to increase the grade earned in that class and no student may repeat more than two classes in his/her program of study with Mercer. A student may not repeat an equivalent class at another college in order to replace a grade earned at Mercer.

If a graduate student’s cumulative graduate GPA with Mercer falls below 3.0 (3.5 for Ed.S. or Ph.D. candidates), the student will be placed on academic probation until he/she raises the GPA to the minimum requirement. A student who is on academic probation is limited to one graduate class per semester. Special permission from an associate dean and the appropriate chair is required for a student on probation to enroll in more than one per semester. If a student continues on academic probation for two semesters, his/her case will be reviewed by the associate dean, the chair, and faculty and the student may be subject to academic dismissal.

Time Limitation in Completion of Requirements

A student in a graduate program must complete all degree requirements within a six-year period. Time limits shall be computed from and include the first semester of credit applied to the degree program. Students who do not enroll for three consecutive semesters are subject to all program policies, guidelines, and requirements in place at the time of re-enrollment. Candidates in the M.A.T. or certification-only program who do not complete their initial certification program within three years from the time of admission will have their programs re-evaluated and will be expected to meet any additional requirements in place at the time of the re-evaluation. In addition, certification candidates may be subject
to changes in certification rules or standards set by the Georgia Professional Standards Commission.

**Transfer Credits**

There are certain conditions that must be met to transfer regular graduate credit to Mercer’s graduate programs. The institution must be regionally accredited and the student must be admitted to the institution’s regular graduate program. Graduate work taken at other institutions must be part of a planned program leading to a degree equivalent to the degree sought at Mercer.

The work must be appropriate for the student’s planned program and may be considered only for courses in which a grade of B or higher was earned. The maximum amount of transferred credit is limited to six semester hours for the M.A.T., M.Ed., and the Ed.S. programs in Educational Leadership and in Elementary Education. No transfer credit is accepted for the Ed.S. in Teacher Leadership. For Ph.D. programs in Educational Leadership and Curriculum and Instruction, up to nine hours of transfer credit may be considered. Courses taken for another degree previously earned may not be applied to a degree at Mercer. No credit will be given for courses completed more than six years prior to the date on which the Mercer degree is to be conferred.

**Admissions Appeals Policy**

Prospective students who have been denied admission to any classification within the graduate program may appeal that decision in writing to an associate dean and to the appropriate chair. Each appeal will be reviewed and decided upon by the faculty. Admission does not ensure satisfactory completion of the program selected nor recommendation for certification.

**English Proficiency**

An international student whose native language is not English must submit results of the Test of English as a Foreign Language (TOEFL) or a Certificate of Proficiency from an ELS Language Center. The minimum acceptable TOEFL score is 80 IBT (internet based TOEFL), 213 CBT (computer based TOEFL), 550 PBT (paper based TOEFL) or 6.5 IELTS. English proficiency at ELS Level 109 is expected.

**Grade Appeals Policy**

Students are encouraged to first meet with their instructor to discuss any disagreements regarding a grade. They may then appeal to the chair of the department. If satisfaction is not achieved, the student may then wish to submit an appeal to the Grade Appeals Committee through an associate dean. Grade appeals must be initiated in writing within thirty days after the grade has been issued.

Information regarding the grade appeal procedure may be obtained from the appropriate chair or associate dean.

**Course Load**

An academic load of 9 semester hours qualifies a graduate student for full-time status for financial aid. Requests for overloads beyond 9 hours must be approved by an associate dean and the program chair.
Code of Ethics for Educators

All students admitted into the College of Education are expected to be familiar with and abide by the Code of Ethics for Educators as published by the Georgia Professional Standards Commission. Violation of any standard within the Code of Ethics may result in dismissal from the program.

Participation in Commencement Ceremonies

Students who have met all degree requirements may participate in the Commencement ceremony. M.A.T., M.Ed., and Ed.S. students may participate if they are within nine hours of completing all degree requirements, are scheduled to complete those requirements in the summer semester, and meet the minimum GPA requirements for the degree. Students with more than nine hours remaining may request permission to participate from an Associate Dean and the appropriate chair. Ph.D. candidates must complete all requirements prior to participating in commencement.

Teacher Education Field Experience

Field experience is an integral part of the Teacher Preparation Program. Each candidate is expected to complete field experiences in diverse settings and meet cluster requirements of their individual program plan. (See program plans for specific number of field experiences and cluster requirement information.) Field experiences are coordinated through the Office of Field Placement, and additional fees will be assessed for each field experience.

Candidates must do the following to be considered eligible for any field experience course:

- Meet with Advisor prior to applying for field experience courses.
- Obtain full admission to teacher education candidacy.
- Apply for field experience during the application period.
  (The application system is open during specified dates each semester. Candidates are responsible for being aware of the application period, and must apply during the semester PRIOR to the actual field experience. Check listserv messages and the Office of Field Placement section on the webpage often.)
- Obtain Pre-Service Certification.
  Under Georgia’s Tiered Certification System, teacher candidates are required to have a Pre-Service certificate in order to be eligible for placement in any field experiences. Each semester, information will be provided through student listservs to all College of Education certification candidates with detailed instructions on applying for the Pre-Service certificate from the College of Education Office of Certification. The process will include submitting the Pre-Service Certification application form and the Verification of Lawful Presence document, which must be notarized. The Georgia Professional Standards Commission (GaPSC) will conduct a criminal background check on each candidate. If cleared, candidates will be issued a Pre-Service Certificate by GaPSC. No candidate may begin a field experience prior to obtaining this certificate. See the next section for more information. Additionally, see: www.gapsc.com/Certification/TieredCertification/preService.aspx.)
- Complete the GACE Educator Ethics – Program Entry assessment (Test Code 350).
  See http://gace.ets.org/ethics/about for more information.
- Obtain Tort Liability Coverage.
(All school systems with which Mercer University maintains a partnership for field experiences requires a clear criminal history and liability insurance before the student may be placed in a school. Securing criminal history clearance and insurance coverage. Maintaining both are the candidate’s responsibility.)

Pre-Service Certification and Background Check (additional information)

Validity

The Pre-Service certificate is valid for as many as 5 years, and may be extended at the request of the educator preparation provider. It is invalidated upon program completion, or if the candidate withdraws, transfers, or is removed from the program. A former candidate who re-enrolls in an educator preparation program may be issued a new 5-year Pre-Service certificate at the request of the provider. A current background check is required in this case.

Additional Notes

- The Pre-Service certificate is not a professional educator certificate. It allows the holder to participate in supervised field experience, clinical practice, student teaching, or residency work in Georgia schools;
- Holding a Pre-Service certificate does not automatically lead to Induction educator certification.
- Holding a Pre-Service certificate is not a pre-requisite to qualify for any other Georgia certificate. If you have already completed the student teaching portion of an educator preparation program, or if you will complete it outside of the state of Georgia, you need not apply for a Pre-Service certificate.

edTPA

The GaPSC-approved Content Pedagogy assessment, edTPA, is designed to assess knowledge and skills in the areas of student development and learning, instruction and assessment, and professional roles and responsibilities. See the following link: http://www.edtpa.com/

A passing score on edTPA is required for the following individuals:

- Applicants for Induction Pathway 1 or 2 who complete the clinical practice or student teaching requirements of their state-approved initial certification program on or after September 1, 2015;
- Applicants for conversion of an Induction Pathway 4 certificate who complete the clinical practice or student teaching requirements of their state-approved initial certification program on or after September 1, 2015.

All teacher candidates are required to attempt edTPA prior to program completion, typically during the student teaching (or internship) field experience. Certification-only and M.A.T. candidates who are employed as educators, full-time or part-time for a half-day or more, must attempt edTPA by the end of the third semester of concurrent employment and program enrollment.

edTPA is scored externally through Pearson Education, Inc. for a $300 fee, and this fee for the initial scoring of the edTPA portfolio is included as a course-related fee. Candidates will be provided instructions and support on the submission process. Candidates who do not meet the state’s passing standards may retake the assessment; additional field experiences will be available, and retake fees apply.
GRADUATE PROGRAMS IN TEACHER EDUCATION

THE MASTER OF ARTS IN TEACHING (M.A.T.) DEGREE

The College of Education Master of Arts in Teaching (M.A.T.) degree is intended for the initial certification candidate who holds a baccalaureate degree and who is seeking initial teacher certification at the master's degree level. Successful completion of the M.A.T. and passing scores on the appropriate assessments lead to eligibility for Level 5 certification in Elementary (PreK-5), Middle Grades (4-8) or Secondary (6-12) (English, Math, Biology, Chemistry, Earth/Space Science, Physics, Economics, Geography, History, Political Science). The Conceptual Framework of the College of Education guides the M.A.T. program. Program graduates are recognized as "Transforming Educators" who will demonstrate the knowledge (To Know), skills (To Do) and dispositions (To Be) of outstanding professional educators and who are prepared to be leaders within their schools, proficient consumers of educational research, and advocates for all learners. Each area of certification has unique goals and outcomes designed to prepare the teacher for the challenges of working with students of that age level and certification field.

NOTE: An initial certification candidate who holds a master's degree in an approved content area from a regionally accredited institution may apply as a non-degree student for the certification program. Non-degree candidates will meet the same admission and progression criteria as the M.A.T. students and will be required to complete the same initial certification requirements, but their program plans may be modified to omit requirements that have been successfully completed previously.

Admission to the Master of Arts in Teaching (M.A.T.) Program

Candidates for admission to the M.A.T. program must submit an online, complete, signed application for admission. In addition to the application, applicants must provide the following:

1. Official transcripts of all attempted coursework, both undergraduate and graduate.
2. Documentation of an overall undergraduate GPA of at least 2.5.
3. Have passed all GACE for Program Admission tests 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, ACT, GRE, or other exemption criteria as noted at gapsc.com.
4. Candidates must complete the GACE Ethics Assessment for Program Entry prior to admission. (See www.gapsc.com.)
5. A $25 application fee. (Application fee is waived for current and former Mercer students.)

Progression Policy

In order for a candidate to continue in the M.A.T. program, he/she:

1. Must meet and maintain all requirements for full admission to the program.
2. Apply for a Pre-Service certificate from the Georgia Professional Standards Commission and receive that certificate prior to beginning any field placements.
3. Must earn a B or higher in all graduate education courses.
4. May repeat only two education courses. An education course may be repeated only one time. A certification candidate may not re-take an equivalent class at another college in order to replace a grade earned at Mercer.

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

Candidate for Certification

In order to be recommended for certification, an M.A.T. candidate must:

1. Have successfully met all Progression Policy criteria.
2. Have a positive recommendation from student teaching or internship.
3. Have successfully completed all program/degree requirements.
4. Have successfully completed Portfolio requirements.
5. Have successfully passed the appropriate GACE Content test(s) and the GACE Ethics Assessment for Program Exit and have submitted score re-reports to the appropriate Certification Office.
6. Have met all state requirements for certification, including successful completion of edTPA.

Note: Please see College of Education Undergraduate Section of this catalog for detailed information on Field Experiences, edTPA, and liability insurance.

Elementary Education M.A.T. Program Goals

The Master of Arts in Teaching in Elementary Education is designed to offer a comprehensive study of the specialized skills and knowledge needed to teach and support young children in grades Pre-K through 5. The program offers a wide scope of course content that focuses on theoretical and pedagogical issues while incorporating research, assessment, and technology integration. Diverse field experiences throughout the program help to prepare teachers to support the diverse needs of young students. Having completed this program of study, the candidate will become a transforming educator and a reflective professional who understands and supports effective and dynamic elementary learning environments.

M.A.T. in Elementary Education Program Outcomes

Content and Process: To Know

Upon completion of the Elementary Education Master of Arts in Teaching Pro-gram, the candidate will:

- Understand the social, behavioral, emotional, cognitive and physical characteristics and needs of young children and how environments to support these needs are developed and maintained. (Understanding)
- Acquire a broad scope of knowledge about elementary curriculum design, development and implementation. (Understanding)
- Understand how students differ in their approaches to learning and how the learning environment can be adapted to meet the diverse needs of young children. (Diversity)

Application: To Do

Upon completion of the Elementary Education Master of Arts in Teaching Pro-gram, the candidate will:
• Design and implement an integrated, developmentally appropriate curriculum for all areas of a child's development including social, behavioral, emotional, cognitive and physical. (Practicing and Engagement)

• Demonstrate competency in developing and implementing a wide variety of formative and summative assessment strategies. (Practicing)

• Integrate research based strategies and instructional technology effectively into all components of the elementary curriculum. (Research, Communication and Engagement)

• Translate understanding of subject matter and knowledge of pedagogy into engaging learning experiences in the classroom setting. (Practicing and Engagement)

Attitude: To Be

Upon completion of the Elementary Education Master of Arts in Teaching Program, the candidate will:

• Continually seek to be reflective, to evaluate personal development, and to find opportunities to grow professionally and develop emerging leadership qualities. (Reflection and Leadership)

• Develop the ability to foster relationships with school colleagues, parents, community and agencies to promote and advocate for the learning and well-being of the young child. (Collaboration and Advocacy)

M.A.T. Elementary Education Degree Requirements (37 graduate semester hours)

Foundational Classes
EMAT 526 Foundations of Education (or an approved equivalent class; pre-requisite or co-requisite for all 600 level methods and content area classes; does not apply toward degree)
EMAT 618 Child & Adolescent Development & Learning (or an approved equivalent class; pre-requisite or co-requisite for all 600 level methods and content area classes; does not apply toward degree)
EMAT 683 Teaching Exceptional Learners (or an approved equivalent class; pre-requisite or co-requisite for all 600 level methods and content area classes; does not apply toward degree)

Methods Classes
EMAT 604 Planning & Creative Dimensions of Instruction in Elementary Education (pre-requisite or co-requisite for all other 600 level content area courses)
EMAT 621 Curriculum & Instruction in Elementary Education (pre-requisite or co-requisite: 6 of the content area classes)

Content Area Classes
EMAT 636 Essential Elements of Elementary Literacy
EMAT 637 Creating an Elementary Literate Environment
EMAT 667 Teaching Mathematics in Elementary Education: Number Sense and Operations
EMAT 668 Teaching Mathematics in Elementary Education: Geometry, Measurement and Data Analysis
EMAT 671 Teaching of Science and Health in Elementary Education
EMAT 681 Social Studies in a Multicultural World for Elementary Education

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Field Experiences*

EMAT 601 Initial Field Experience/Pre-Practicum (1 credit) *Must be fully admitted.

EMAT 608/609 Practicum/Mentored Practicum (3 credits) (not offered in summer) (to be taken the fall or spring prior to student teaching)

EMAT 611/612 Student Teaching/Internship (9 credits) (not offered in summer) (pre-requisite: all of the above classes and field experiences)

*Note: All Elementary Education candidates must have field experiences in each of the following grade clusters: PreK-K, 1-3 & 4-5.

Total graduate semester hours required for certification and degree: 37

Prior to program completion, candidates must take the GACE Ethics Assessment for Program Exit and the GACE Content Assessments for Elementary Education.

To be eligible for certification, the candidate must: Successfully complete all required classes and field experiences with a grade of B or better and successfully complete portfolio requirements. Students must also pass the required edTPA assessment, the appropriate PSC required GACE Content Assessments, and the GACE Ethics Assessment for Program Exit.

Secondary Education STEM M.A.T. Program

The Secondary Education 5th Year Master of Arts in Teaching program offers secondary certification in grades 6-12 in Biology, Chemistry, Earth Space Science, Mathematics, or Physics, English, Geography, History, or Political Science. This program is designed to be an intensive, three-semester program with a summer initial field placement and a year-long clinical placement in an area high school. The Secondary Education 5th Year MAT is patterned after a medical model with a year-long, embedded clinical experience. This design strengthens connections between theoretical and practical knowledge in teaching and learning. The program prepares and tracks MAT candidates and graduates through their clinical coursework and into their residency or induction periods for three years after graduation. The focus on learning in the clinical setting is an effort to create and sustain strong, reciprocal, collaborative relationships between and among MAT teacher candidates and graduates, certified secondary school-based faculty, and university-based faculty. Within the MAT program, authentic research, engineering design practice, problem-based learning, scientific inquiry, reflection, and constructivist habits of mind support the diverse behavioral, cognitive, emotional, physical, and socio-cultural needs of the adolescent learner. Hallmarks of this program are the interdisciplinary nature of the coursework and the increased amount of time in the clinical settings of middle and high schools. The candidate will become a transforming practitioner and a reflective professional who understands effective and dynamic 6-12 learning environments and supports collaborative communities of practice across disciplines.

Admission to the Secondary STEM Master of Arts in Teaching (M.A.T.) Degree

- Official transcript(s) of all college work attempted.
- Have passed all GACE for Program Admission tests 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, ACT, GRE, or other exemption criteria as noted at gapsc.com.
• Passing scores on the GACE Content Assessment for the appropriate content area before the second semester of coursework.

• Documentation of completing the GACE Georgia Educators Ethics Assessment for Program Entry prior to beginning the program.

• A major in and/or a strong professional background in a STEM field (science, technology, engineering, or math). [NOTE: A transcript evaluation will be completed to determine if additional content classes are required to meet content area certification requirements.]

• A commitment to the program and its goals.

• Proof of U.S. citizenship or permanent residency.

• A bachelor’s degree from a regionally accredited U.S. college or university or its international equivalent (Note: Undergraduate degrees earned outside the U.S. are accepted if an approved credential evaluator declares the degree equivalent to an earned U.S. bachelor's degree.);

• A cumulative undergraduate grade point average (GPA) of 3.0 or better on a 4.0 scale is preferred. (Note: Candidates who can demonstrate excellence through other avenues will also be considered. All applications are considered in their entirety and selection is based on merit.)

Student Learning Outcomes
During coursework, clinical experiences, and residency period Mercer's 5th Year MAT candidates and graduates will:

1. Use interdisciplinary connections to foster critical thinking, evidence-based decision-making, effective communication skills, and an appreciation for diverse perspectives in adolescent learners.

2. Design and implement a developmentally appropriate curriculum. (To Know; To Do)

3. Demonstrate competency in developing and implementing a wide variety of formative and summative assessment strategies. (To Know; To Do)

4. Utilize effective teaching pedagogy to make connections among academic knowledge, practices, and contextual influences on the students, school, and community. (To Know; To Do)

5. Engage in reflective practice and self-assessment of pedagogy and find opportunities to grow professionally and develop emerging leadership qualities. (To Be)

6. Demonstrate the ability to foster relationships with school colleagues, parents, community, and agencies to promote and advocate for the learning and well-being of the adolescent. (To Be)

Program of Study for Secondary STEM M.A.T
(Degree requirements: a minimum of 36 graduate hours)

Summer I
EMAT 683 Teaching Exceptional Learners (3 hours)
EMAT 617 Foundations of Education and History of STEM (3 hours)
EMAT 676 Adolescent Development & Learning in Context (3 hrs.) [Middle Grades Placement]
EMAT 677 STEM Methods I in Context for SEC (2 hr.)
Fall
EMAT 678  Curriculum, Instruction, & Planning in Context for SEC (3 hrs.) [Partner District Year-long High School Placement]
EMAT 679  Educational Assessment in Context (3 hrs.)
EMAT 687  Disciplinary Literacy for SEC (2 hrs.)

One of the following methods courses:
EMAT 685  Methods for Teaching Science in Context for SEC (4 hrs.) [Partner District Year-long High School Placement]

All of the above courses must be completed with a B or better prior to Spring Semester

Spring
EMAT 686  STEM Methods III in Context for SEC (6 hrs.) [Partner District Year-long High School Placement]
EMAT 680  STEM Methods II for SEC (2 hr.)

Summer II
EMAT 688  Service Learning Capstone in STEM Teaching and Learning for SEC (5 hrs.)

[NOTE: For information on the Progression Policy for the STEM M.A.T. please see the Progression Policy for M.A.T. in previous section.]

SECONDARY EDUCATION 5TH YEAR MAT PROGRAM

The Secondary Education 5th Year Master of Arts in Teaching program offers secondary certification in grades 6-12 in Biology, Chemistry, Earth Space Science, Mathematics, or Physics, English, Geography, History, or Political Science. This program is designed to be an intensive, three-semester program with a summer initial field placement and a year-long clinical placement in an area high school. The Secondary Education 5th Year MAT is patterned after a medical model with a year-long, embedded clinical experience. This design strengthens connections between theoretical and practical knowledge in teaching and learning. The program prepares and tracks MAT candidates and graduates through their clinical coursework and into their residency or induction periods for three years after graduation. The focus on learning in the clinical setting is an effort to create and sustain strong, reciprocal, collaborative relationships between and among MAT teacher candidates and graduates, certified secondary school-based faculty, and university-based faculty. Within the MAT program, authentic research, engineering design practice, problem-based learning, scientific inquiry, reflection, and constructivist habits of mind support the diverse behavioral, cognitive, emotional, physical, and socio-cultural needs of the adolescent learner. Hallmarks of this program are the interdisciplinary nature of the coursework and the increased amount of time in the clinical settings of middle and high schools. The candidate will become a transforming practitioner and a reflective professional who understands effective and dynamic 6-12 learning environments and supports collaborative communities of practice across disciplines.

COLLEGE OF EDUCATION / 285
Admission to the Secondary Education 5th Year Master of Arts in Teaching (M.A.T.) Degree

- A completed application
- Official transcripts of all previous college work attempted.
- Have passed all GACE for Program Admission tests 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, ACT, GRE, or other exemption criteria as noted at gapsc.com.
- Take the GACE Content Assessment for the appropriate content area before the second semester of coursework and submit passing scores before the third semester of coursework. [http://gace.ets.org/s/pdf/gace_testing_windows.pdf]
- Documentation of completing the GACE Georgia Educators Ethics Assessment for Program Entry prior to beginning the program.
- A major in and/or a strong professional background with coursework related to one of the following areas of certification: Biology, Chemistry, Earth Space Science, English, Geography, History, Mathematics, Physics, or Political Science. [NOTE: A transcript evaluation will be completed to determine if additional content classes are required to meet content area certification requirements.]
- A commitment to the program and its goals.
- Proof of U.S. citizenship or permanent residency.
- A bachelor's degree from a regionally accredited U.S. college or university or its international equivalent (Note: Undergraduate degrees earned outside the U.S. are accepted if an approved credential evaluator declares the degree equivalent to an earned U.S. bachelor's degree.);
- A cumulative undergraduate grade point average (GPA) of 3.0 or better on a 4.0 scale is preferred. (Note: A holistic review process is used for all candidates. Those candidates who can demonstrate excellence through other avenues will also be considered. All applications are considered in their entirety and selection is based on merit.)

Student Learning Outcomes

During coursework, clinical experiences, and residency periods, Mercer's 5th Year MAT candidates and graduates will:

1. Use interdisciplinary connections to foster critical thinking, evidence-based decision-making, effective communication skills, and an appreciation for diverse perspectives in adolescent learners.
2. Design and implement a developmentally appropriate curriculum. (To Know; To Do)
3. Demonstrate competency in developing and implementing a wide variety of formative and summative assessment strategies. (To Know; To Do)
4. Utilize effective teaching pedagogy to make connections among academic knowledge, practices, and contextual influences on the students, school, and community. (To Know; To Do)
5. Engage in reflective practice and self-assessment of pedagogy and find opportunities to grow professionally and develop emerging leadership qualities. (To Be)
6. Demonstrate the ability to foster relationships with school colleagues, parents, community, and agencies to promote and advocate for the learning and well-being of the adolescent. (To Be)
**Program of Study for Secondary 5th Year M.A.T**

(Degree requirements: a minimum of 30 graduate hours and 6 undergraduate hours)

**Summer (13 hrs.)**
- EDUC 220 Foundations of Education (3 hours) (Summer Session 1 online)
- EDUC 283 Fundamentals of Special Education (3 hours) (Summer Session 2 online)
- EMAT 601 Initial Field Experience (1 hour) (Summer Session 3)
- EMAT 674 Interdisciplinary Methods for MGE and SEC (3 hrs.) (Summer Session 1)
- EMAT 676 Adolescent Development & Learning (3 hrs.) (Summer Session 3 hybrid)

**Fall (14 hrs.)**
- EMAT 679 Educational Assessment (3 hrs.) (Fall Session 3)
- EMAT 609 Mentored Practicum (3 hrs.) [Partner District Year-long High School Placement] (Fall Session 3)
- EMAT 678 Curriculum, Instruction, & Planning for SEC (3 hrs.) (Fall Session 1)
- EMAT 687 Disciplinary Literacy for SEC (2 hrs.) (Fall Session 2)

*One of the following methods courses:*
- EMAT 666 Teaching Mathematics in MGE & SEC (3 hrs.) (Fall Session 3)
- EMAT 672 Teaching Science in MGE & SEC (3 hrs.) (Fall Session 3)
- EMAT 682 Teaching Social Studies in MGE & SEC (3 hrs.) (Fall Session 3)
- EMAT 645 Teaching English (3 hrs.) (Fall Session 3)

*All of the above courses must be completed with a B or better prior to Spring Semester*

**Spring (9 hrs.)**
- EMAT 612 Internship (9 hrs.) [Partner District Year-long High School Placement] (Spring Session 3)

[NOTE: For information on the Progression Policy for the 5th Year M.A.T., please see the Progression Policy for M.A.T. in previous section.]

**MASTER OF EDUCATION DEGREE IN ELEMENTARY EDUCATION**

The M.Ed. program in Elementary Education is designed to meet the needs of certified teachers in grades preK-5. Completion of the planned program (including the prerequisite certificate in Elementary, ELSPED, or Birth-K) leads to eligibility for master's level certification by the Georgia Professional Standards Commission. This program is delivered via distance learning/online.

Note: For teachers certified in Elem/SpEd or Birth-K, this M.Ed. leads to eligibility for an upgrade to a Level 5 certificate, but it will not add the field of Elementary to a certificate.

**Admission to the Master of Education Program in Elementary Education**

All persons who wish to enter the M.Ed. program must file an online, complete, signed application for admission to graduate studies. Students applying to a master’s program in teaching must provide the following:

1. A bachelor’s level teaching certificate in Elementary, Elementary/Special Education General Curriculum, or Birth-K.
2. A minimum overall undergraduate grade point average of 3.0.
3. Applicants with a previous GPA below 3.0 may submit GRE scores or other standardized test scores as strong evidence of his or her ability to complete graduate coursework.
4. One official transcript of all college work attempted.
5. A $25 application fee.

**Goals of the Master of Education (M.Ed.) Degree in Elementary Education**

The goal of the Elementary Masters of Education Program at Mercer University is to instruct and cultivate teachers to have an expanded philosophy of growth and change based on reliable knowledge and reflections on the best practices of teaching and learning. A further purpose is to prepare teachers with the ability to understand and apply the skills of data analysis and action research that impact educational experiences for the young child. The following program outcomes correlate to the elements, principles, and characteristics of the unit’s conceptual framework, The Transforming Educator.

**M.Ed. in Elementary Education Program Outcomes**

Upon completion of the Elementary Education Master of Education Program, the candidate will:

**Content and Process: To Know**

- Understand the social, behavioral, emotional, cognitive and physical characteristics and needs of young children and how these factors apply to the creation of supportive and engaging learning environments for elementary students. (Understanding)
- Acquire a broad scope of understandings about curriculum design, development and implementation and the impact of this knowledge on the teaching and learning process. (Understanding)
- Explore and understand how young children differ in their capabilities and approaches to learning and how teaching strategies and the learning environment can be adapted to meet the diverse needs of students. (Diversity)

**Application: To Do**

- Design, implement and evaluate an integrated, developmentally appropriate curriculum to meet the social, behavioral, emotional, cognitive, and physical needs of the young child. (Practicing and Engagement)
- Demonstrate competency in developing, implementing and evaluating a broad spectrum of formative and summative assessment strategies. (Practicing)
- Integrate research based strategies and instructional technology effectively into elementary teaching and learning. (Research, Communication and Engagement)
- Translate understanding of subject matter and knowledge of pedagogy into engaging and effective learning experiences in the classroom setting. (Practicing and Engagement)

**Attitude: To Be**

- Continually seek to be reflective, to evaluate personal development, and to find opportunities to grow professionally and develop emerging leadership qualities. (Reflection and Leadership)
- Develop the ability to foster relationships with school colleagues, parents, community and agencies to promote and advocate for the learning and well-being of the young child. (Collaboration and Advocacy)
Degree Requirements (30 semester hours)

Professional Studies (12 semester hours)

- EDUC 603 School Philosophy & Teacher Leadership
- EDUC 651 Contemporary Curriculum Practices in Elementary Education
- EDUC 690 Intro to Educational Research (fall only; to be taken the fall prior to degree completion)

Choose one of the following:
- EDUC 625 Culturally & Educationally Responsive Pedagogy
- EDUC 618 Issues of Diversity: Language, Cognition, Culture*
  [required for ESOL endorsement]

Related Studies (18 semester hours)

Literacy Studies (6 hours)
- EDUC 687 Reading Theory: Research & Best Practices in Elementary Education Reading
- EDUC 647 Preventing, Diagnosing, and Correcting Literacy Problems

Mathematics (3 hours) – Choose one of the following:
- EDMT 601 Problem Solving in Mathematics: Elementary Education
- EDMT 611 Theory of Arithmetic

Electives (Select 9 hours with advisor approval)

For a Reading Endorsement:
- EDUC 662 Clinical Practicum (prerequisites: EDUC 647 and 687)

For an English to Speakers of Other Languages (ESOL) Endorsement:
- EDUC 646 Methods of Teaching ESOL
- EDEN 648 Applied English Linguistics

* [Note: Candidates for the ESOL Endorsement must also complete EDUC 618 within the Professional Studies area above.]

Other Electives:
- EDUC 615 Classroom Management & Applied Learning Strategies with Elementary Education
  Special Needs Students
- EDUC 639 Teaching Strategies/Classroom Environment for Active Learning/Elementary Education

For an Endorsement in Elementary Education Mathematics:
- EDMT 677 Number Sense and Algebra in Elementary Education
- EDMT 678 Geometry, Measurement, and Data Analysis in Elementary Education
- EDUC 679 Mathematics Content Pedagogy

For an Endorsement in Elementary Education Science:
- EDSC 674 Conceptual Integrated Science I
- EDSC 675 Conceptual Integrated Science II
- EDUC 676 Integrated Science Methods with Residency

For an Endorsement in Autism:

An endorsement in Autism is available to College of Education students who hold a valid teaching certificate in any field. Successful completion of the three course sequence
(no grade below B) will lead to eligibility for an in-field Special Education Autism Endorsement. This endorsement will provide the certified teacher with knowledge and competencies to work with students on the autism spectrum.

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>EDUC 658</td>
<td>Development and Characteristics of Autism Spectrum Disorders</td>
</tr>
<tr>
<td>EDUC 659</td>
<td>Behavior Management and Applied Behavior Techniques for Autism Spectrum Disorders</td>
</tr>
<tr>
<td>EDUC 660</td>
<td>Learning Environment, Instruction and Assessment for Autism Spectrum Disorders</td>
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</tbody>
</table>

**For a STEM Endorsement:**

An endorsement in STEM is available for teachers who have a valid teaching certificate in PreK-5 or in a STEM field, one year of certified teaching experience, and approved content in mathematics or science. Successful completion of the three course sequence with (a no grade below B) will lead to eligibility for an in-field STEM Endorsement.

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<tbody>
<tr>
<td>ESTM 664</td>
<td>STEM Thinking</td>
</tr>
<tr>
<td>ESTM 668</td>
<td>Research and STEM Design</td>
</tr>
<tr>
<td>ESTM 674</td>
<td>Applied STEM Processes and Field Experience</td>
</tr>
</tbody>
</table>

**Coaching Endorsement**

The Coaching endorsement is available to certified educators who hold a valid Level 4 or higher renewable certificate. Educators with leadership, life, or service certificates must have held a professional teaching certificate. Successful completion of the two-course sequence with a GPA of at least 3.0 with no grade below B and all portfolio requirements will lead to eligibility for an in-field Coaching Endorsement. This endorsement will provide the certified teacher with knowledge to utilize performance assessment data to guide, mentor, and lead a variety of teachers and educators, including individuals completing student-teaching requirements, new teachers, classroom teachers, and individuals seeking educational leadership positions.

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<td>Coaching Fundamentals</td>
</tr>
<tr>
<td>EDUC 678</td>
<td>Advanced Coaching</td>
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</tbody>
</table>

**NOTE:** Certified educators may apply to complete the endorsements in a non-degree status or as part of a graduate degree where appropriate.

**SPECIALIST IN EDUCATION (Ed.S.) IN ELEMENTARY EDUCATION**

The Mercer Ed.S. program in Elementary Education is designed for the educator who chooses to develop greater depth, specialization, and sophistication in your practice and thus to become an Accomplished Teacher. The program will provide the certified teacher the opportunity to grow and develop professionally both as an Accomplished Teacher and as a Transforming Educator. As students progress through the program, they will achieve a greater depth of knowledge relating to issues of diversity, assessment, curriculum development, theory and research, content, and pedagogy. They will be able to use advanced inquiry skills to investigate questions related to practice, and implement programs and curriculum that draw from such inquiry. They will have the opportunity to develop expertise in written and oral communication skills which will enable them to more effectively advocate for young children, their families, and the community. In the process
of becoming an Accomplished Teacher, each candidate will be guided to become a Transforming Educator who is a continuous, reflective and collaborative teacher and learner; one guided by strong ethics, a strong future orientation, and a strong commitment to creating healthy, supportive, and academically challenging learning environments for young learners. This program is delivered via distance learning/online.

**Specialist in Education in Elementary Education**

**General Degree Information**

1. A minimum of 31 semester hours beyond a master's degree, in approved upper-level courses, will be required in the Ed.S. program. Additional courses beyond the 31-hour minimum may be required for students who hold master’s degrees in fields other than education and thus lack some of the required M.Ed. courses.

2. Graduate work taken at Mercer prior to admission to the Ed.S. program cannot be applied to the degree.

3. A student may transfer six graduate semester hours into the Ed.S. program, providing the course work was completed by the student while enrolled in an equivalent 6th year degree program at a regionally accredited college or university and if the course work is evaluated as being equivalent to an appropriate class within the student’s program of study.

4. The College will provide courses to meet all program requirements within a minimum of two calendar years from the time the student enrolls. The College is under no obligation to grant individualized study through directed/independent study courses or special topics courses unless the College fails to schedule the course requirements within the time specified.

**Admission Requirements**

All persons who wish to enter the Ed.S. program must file an online, complete, signed application for admission to graduate studies. To be admitted to the Ed.S. program, an applicant must:

1. Hold a master’s degree from a regionally accredited institution and possess or be eligible for a master’s level certificate in Elementary, Elementary/Special Education General Curriculum, or Birth-Kindergarten. (Note: For teachers certified in Elementary/Special Education and in Birth-K, this Ed.S. degree leads to eligibility for a Level 6 certificate, but it will not add the field of Elementary to a certificate.)

2. Have a 3.0 grade point average on all graduate work attempted.

3. Applicants with a previous GPA below 3.0 may submit GRE scores or other standardized test scores as strong evidence of his or her ability to complete graduate coursework.

4. Official transcript(s) of all college work attempted, both undergraduate and graduate.

5. A $30 application fee.
Ed.S. in Elementary Education Degree Requirements

(31 semester hours)

EDUC 728. Socio-Political Influences in Education (3 hrs)
EDUC 731. Research for the Accomplished Teacher (3 hrs)
EDUC 735. Trends and Issues in Elementary Education (1 hr.)
EDUC 740. Connecting Curriculum, Instruction and Assessment in Elementary (3 hrs)
EDUC 742. Elementary Curriculum and Assessment for Students with Disabilities (3 hrs)
EDUC 750. Advanced Seminar in Elementary Education (3 hrs)
EDUC 755. Play-based Learning in Elementary Environments (3 hrs)
EDUC 760. Advanced Professional and Ethical Practices in Elementary Education (3 hrs)

With advisor approval, students will select a 9-hour endorsement from the options below as part of their 31-hour degree program.

Exit Criteria for the Specialist in Education Degree in Elementary Education

The exit criterion for the Specialist in Education degree is successful completion of EDUC 750 Advanced Seminar in Elementary Education.

Endorsements

The College of Education offers several endorsements to certified educators with valid certificates in appropriate fields. The endorsements may be completed in a non-degree status or as part of a graduate degree where appropriate. Non-degree graduate applicants must submit an online, complete, signed application for admission, all official transcripts of all college work, both graduate and undergraduate, and a $25 application fee.

English to Speakers of Other Languages (ESOL) Endorsement

An endorsement in English to Speakers of Other Languages (ESOL) is available to College of Education students who hold a valid teaching certificate. Successful completion of the three course sequence (with no grade below B) will lead to eligibility for an in-field endorsement in ESOL. The courses required for the endorsement are the following:

EDEN 648 Applied English Linguistics
EDUC 618 Issues of Diversity: Language, Cognition, & Culture
EDUC 646 Methods of Teaching English to Speakers of Other Languages

The ESOL endorsement sequence may be completed in a non-degree status or as electives within an M.Ed. or Ed.S. teacher preparation program.

Reading Endorsement

In addition to the M.Ed. in Early Childhood Education, the College of Education offers a reading endorsement for teachers who hold a valid teaching certificate in Elementary or Elementary/Special Education. Successful completion of the three-course sequence of study with a GPA of at least 3.0 (with no grade lower than a B) will lead to eligibility for an in-field endorsement in reading and will provide the certified teacher with strengthened and enhanced competencies for teaching reading and literacy at the prerequisite certification level. The courses required for the in-field reading endorsement are:

EDUC 687. Reading Theory: Research & Best Practices in Elementary Education Reading
Elementary (K-5th) Endorsements in Mathematics or Science

Applicants to the Elementary K-5 Mathematics or Elementary K-5 Science Endorsement programs may choose to enter the endorsement program as non-degree, post-baccalaureate students, or they may choose to incorporate the endorsement classes within one of the graduate degree programs, either the M.Ed. in Elementary or the Ed.S. in Elementary. Students who are incorporating an endorsement into a degree program must also meet the requirements for admission to that degree program. For all Elementary Education mathematics or science endorsement applicants, the following criteria also apply:

- Certification for P-5, 4-8, (in math or science), Special Education/General Curriculum (p-5), or other approved Special Education fields with a core academic content concentration in mathematics or science. (See www.gapsc.com for more information.)
- A minimum of one year of certified teaching experience.
- A minimum grade of C in at least two mathematics content courses in undergraduate or graduate school for the mathematics endorsement or a minimum grade of C in at least two science content courses in undergraduate or graduate school for the science endorsement.

For an Endorsement in Elementary Mathematics:
EDMT 677   Number Sense and Algebra in Elementary Education
EDMT 678   Geometry, Measurement, and Data Analysis in Elementary Education
EDUC 679   Mathematics Content Pedagogy

For an Endorsement in Elementary Education Science:
EDSC 674   Conceptual Integrated Science I
EDSC 675   Conceptual Integrated Science II
EDUC 676   Integrated Science Methods with Residency

Autism Endorsement

The College of Education offers an endorsement in Autism for educators who hold a valid Teaching or Service certificate. Successful completion of the three course sequence with a GPA of at least 3.0 and with no grade below B will lead to eligibility for an in-field Special Education Autism Endorsement. This endorsement will provide the certified educator with knowledge and competencies to work with students on the autism spectrum.

EDUC 658   Development and Characteristics of Autism Spectrum Disorders
EDUC 659   Behavior Management and Applied Behavior Techniques for Autism Spectrum Disorders
EDUC 660   Learning Environment, Instruction and Assessment for Autism Spectrum Disorders

STEM (Science, Technology, Engineering, Mathematics) Endorsement

An endorsement in STEM is available for teachers who have a valid teaching certificate in PreK-5 or in a STEM field, one year of certified teaching experience, and approved content in mathematics or science. Successful completion of the three course sequence with a GPA of at least 3.0 and with no grade below B will lead to eligibility for an endorsement in STEM.
Coaching Endorsement

The Coaching endorsement is available to certified educators who hold a valid Level 4 or higher renewable certificate. Educators with leadership, life, or service certificates must have held a professional teaching certificate. Successful completion of the two-course sequence with a GPA of at least 3.0 with no grade below B and all portfolio requirements will lead to eligibility for an in-field Coaching Endorsement. This endorsement will provide the certified teacher with knowledge to utilize performance assessment data to guide, mentor, and lead a variety of teachers and educators, including individuals completing student-teaching requirements, new teachers, classroom teachers, and individuals seeking educational leadership positions.

EDUC 677 Coaching Fundamentals
EDUC 678 Advanced Coaching

NOTE: Certified educators may apply to complete the endorsements in a non-degree status or as part of a graduate degree where appropriate.

GRADUATE PROGRAMS IN EDUCATIONAL LEADERSHIP

CONCEPTUAL FRAMEWORK: THE TRANSFORMATIONAL LEADER

TO KNOW

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

1. Demonstrates knowledge of the philosophical, historical, sociological, legal, and psychological foundations of education.
2. Demonstrates leadership and expertise in the content bases for curricula, the appropriate uses of technology, good communication skills, and effective pedagogy.
3. Shows leadership and 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 educational leader in encouraging the planning and implementation of well-integrated curricula using developmentally appropriate and culturally responsive instructional strategies, materials, and technology. The Transformational Leader:

1. Plans, implements and assesses a well-integrated developmentally appropriate, and culturally responsive school vision that is well grounded in pedagogical and psychological theory.
2. Leads educators to individualize, differentiate, and adapt instruction to meet the needs of diverse and special needs learners.
3. Leads teachers to use a wide variety of teaching methods, strategies, technology, and materials.
4. Develops, articulates, and implements a vision that promotes a positive culture, provides an effective program, applies best practices, and helps to develop the professional growth of all personnel.
5. Manages the organization, operations, and resources in a way that promotes a safe, efficient, and effective environment.
To Be a reflective, collaborative, and responsive decision-maker, facilitator, and role model within the organizational, community, and global environment. The Transformational Leader:

1. Uses feedback, reflection, research, and collaboration to enhance leadership performance, make decisions, develop and modify leadership skills, and grow as a professional.
2. 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.
3. Models positive and effective interpersonal skills by collaborating and responding to diverse community interests and needs, and by mobilizing community resources.

Educational Leadership Program Outcomes

Candidates who complete the Educational Leadership programs are educational leaders who will be able to promote the success of ALL by:

1. Facilitating the development, articulation, implementation, and stewardship of a vision that is shared and supported by all. To Know
2. Advocating, nurturing, and sustaining a culture and programs conducive to learning and professional growth. To Know and To Do
3. Ensuring management of the organization, operations, and resources for a safe, efficient, and effective environment. To Know and To Do
4. Collaborating and responding to diverse interests and needs, and mobilizing resources. To Know, To Do and To Be
5. Acting with integrity, fairness, and in an ethical manner. To Be
6. Understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context. To Know, To Do and To Be
7. Synthesizing and applying program knowledge and skills through substantial, sustained, standards-based work in real settings. To Know, To Do and To Be

Academic Standards for Educational Leadership Students

Students in the Educational Leadership program must earn a B or better in all graduate courses that apply to the degree or certificate program. Students may repeat a class only once in order to increase the grade earned in that class and no student may repeat more than two classes in his/her program of study with Mercer. A student may not repeat an equivalent class at another college in order to replace a grade earned at Mercer.

TIER I MASTER OF EDUCATION IN EDUCATIONAL LEADERSHIP (P-12)

The Tier I M.Ed. in Educational Leadership is designed to prepare candidates for entry-level leadership positions that include school level positions below the principal and district level positions that do not supervise principals. The program is based on standards developed by the Georgia Educational Leadership Standards and are aligned with the national Professional Standards for Educational Leadership and Leader Keys for Effectiveness System. The 30-hour program consists of clinical practice that includes 250...
clock hours that provide significant opportunities for candidates to synthesize and apply
the knowledge, and practice and develop the skills identified in the standards through
meaningful field experiences cooperatively developed by the candidate, mentor, and
faculty advisor. Upon completion of the program and posting passing scores on the GACE
content assessment in Educational Leadership and on the Educational Leadership GACE
Ethics Assessment for program exit, candidates will be eligible to apply for Level 5
certification in Educational Leadership.
*Those currently holding a Master’s degree or higher, and level 5 certification in any
field other than Educational Leadership, can pursue the Tier One program as a non-
degree, certification-only option. The number of courses needed for the certification-only
option for Tier One are determined after a departmental review of the graduate transcripts.
The admission requirements, and certification outcomes, for the Tier One, non-degree
certification-only program are the same as the full Master’s degree (see below).

Admissions Requirements for the Tier I M.Ed. in Educational Leadership
(P-12):
To be considered for admission, applicants must:

1. Hold a bachelor’s degree from a regionally accredited university.
2. Hold valid Georgia certification as an educator in a teaching or service field at
   Level 4 or above (submission of teaching certificate required)
3. Submit official transcripts from ALL college/universities previously attended.
   Minimum GPA is 3.0.
4. Applicants with a previous GPA below 3.0 may submit GRE scores or other
   standardized test scores as strong evidence of his or her ability to complete
   graduate coursework.
5. Submit two letters of recommendation
6. Submit a $25.00 application fee (waived for current Mercer students and Mercer
   graduates).
7. Submit a signed and dated narrative of career and academic goals.
8. Submit certificate of completion for GACE Ethics for Educational Leaders
   Assessment (entry portion).
9. Submit signed principal verification form.
10. Submit current copy of resume.

Tier I M.Ed. in Educational Leadership (P-12) Degree Requirements (30
    semester hours)
The program requires 30 semester hours of coursework. Six credit hours of
coursework will consist of a 94 clock hour internship that will occur during a 16-week
period. 156 clock hours of field experiences are embedded within the remaining 24 credit
hours of coursework through the completion of structured field-based assignments
supervised by the course instructor. The following courses are required for program
completion:

EDEL 615  Leadership in Today’s Schools
EDEL 655  School Law and Ethics
EDEL 605  Leadership in Curriculum
EDEL 665  Leadership in Instructional Supervision
EDEL 635  Assessment and Evaluation
EDEL 625  Managing the School Environment
EDEL 695  Educational Research for School Leaders
EDEL 685  Technology for School Leaders
EDEL 637  Leadership Clinical Internship I
EDEL 638  Leadership Clinical Internship II
TIER II EDUCATION SPECIALIST IN EDUCATIONAL LEADERSHIP

The Tier II specialist degree in Educational Leadership aligns with the conceptual framework of the college, The Transformational Leader, and is correlated with the latest state (Georgia Educational Leadership Standards) and national (Professional Standards for Educational Leadership) standards in educational leadership. The program is aligned to the Leader Keys Effectiveness System and the Georgia Leadership Standard Assessment. The degree program is designed for those who have completed the Tier I leadership certification or the equivalent (a valid GaPSC-issued Standard Professional or PL certificate in Educational Leadership) and are employed in a current leadership position. The 33 credit-hour program includes 750 clock hours of rigorous, performance-based clinical field experiences that provide significant opportunities for candidates to synthesize, practice, develop and apply the knowledge, skills and disposition identified in the standards. Upon completion of the program, and passing scores on the GACE content assessment, those holding L6 certification are eligible for all leadership positions at the building and district levels.

*Applicants holding Level 5 Educational Leadership certification, AND holding a Specialist degree or higher with level 6 certification in a field other than Educational Leadership can choose to pursue the Tier II program as a non-degree, certification-only option. The number of courses needed for the certification-only option for Tier II are determined after a departmental review of the graduate transcripts. The admission requirements, and certification outcomes, for the Tier Two, non-degree certification-only option are the same as the full Specialist degree (see below).

Program Goals for the Tier II Ed.S. in Educational Leadership:

1. To prepare building-level and system-level educational leaders for Georgia's schools. Research and experience indicate that principals and supervisors play a crucial role in the success of P-12 schools. Genuine school improvement takes place in the local school or district setting. The opportunity to educate leaders who will give direction to public schools is significant and meaningful. Mercer University seeks to prepare dynamic building and system level leaders who will be transformational in the professional community.

2. To meet the growing demands for highly-skilled school leaders in Georgia. The need for highly skilled school leaders is critical for Georgia’s school systems.

3. To develop partnerships with public schools and agencies. Mercer University recognizes the importance of developing partnerships with other institutions and agencies to improve institutional and leadership development.

Admission Requirements for the Tier II Ed.S. in Educational Leadership:

In order to be eligible for the Tier Two, Ed.S. in Educational Leadership, applicants must meet specific requirements set by the Georgia PSC.

Note: Application materials will be considered by program faculty, who will then make decisions regarding acceptance. All College of Education programs adhere to a holistic review policy for admissions.

To be considered, applicants must:

1. Have completed an approved Tier 1 Leadership certification program
2. Hold a master's (or higher) degree from a regionally accredited university.
3. Have completed at least 3 years of certificated school experience.
4. Submit official transcripts from ALL colleges/universities previously attended. Minimum graduate GPA is 3.0.
5. Applicants with a previous GPA below 3.0 may submit GRE scores or other standardized test scores as strong evidence of his or her ability to complete graduate coursework.
6. Submit a copy of current Georgia educator certificate (level 5 or higher).
7. Hold a school leadership position, as defined by the school system in accordance with the Georgia Professional Standards commission (must submit the Verification of Leadership position form).
8. Submit a current vita or résumé.
10. Submit a $30 application fee (waived for current Mercer students and Mercer graduates).
11. Submit a signed and dated narrative of career and academic goals.
12. Submit certificate of completion for GACE Ethics for Educational Leaders Assessment (entry portion); not required if the student completed the GACE Ethics Assessment for their Tier I program.

Tier II Ed.S. in Educational Leadership Degree Requirements (33 semester hours)

The program requires 33 semester hours of coursework. Six credit hours of coursework will consist of a 550 clock hour internship that will occur during 2 16-week periods. 200 clock hours of field experiences are embedded within the remaining 27 credit hours of coursework through the completion of structured performance-based field-experience assignments supervised by the course instructor.

The following courses are needed for program completion:

**Professional Studies**

- EDEL 703 The Principalship (3 hours)
- EDEL 704 The Superintendency (3 hours)
- EDEL 707 Cognition and Learning in Curriculum and Instruction (3 hours)
- EDEL 708 Effective Human Resources Practices (3 hours)
- EDEL 709 School Finance and Budgeting (3 hours)
- EDEL 675 Theoretical and Empirical Foundations of Leadership (3 hours)
- EDEL 697 School, Community and Society (3 hours)
- EDEL 710 Facilitating Professional Learning and Development (3 hours)
- EDEL 686 Strategies for Improving Low Performing Schools (3 hours)
- EDEL 724 Performance-based Clinical Practice Internship I (3 hours)
- EDEL 725 Performance-based Clinical Practice Internship II (3 hours)

**Exit Criteria for the Tier II Specialist in Education Degree in Educational Leadership**

The exit criteria for the Tier II Ed.S. in Educational Leadership is successful completion of all required coursework, participation in all annual Leadership Academies while candidates are enrolled, and successful completion of the Live Text Portfolio. Candidates are also expected to take and pass the Ethics for Educational Leaders Assessment – Program Exit; Passing score on the GACE Educational Leadership content assessment if not previously met to qualify for the Tier I certificate; and earn a passing score on the Performance-based Assessment for School Leaders upon completion of the program.
DESCRIPTION OF COURSES

NOTE: Course requirement may include field experience.

EDUCATIONAL LEADERSHIP (EDEL)

EDEL 605. Leadership in Curriculum and Supervision (3 hours)
This course provides a study of how philosophical underpinnings impact the design, construction, evaluation and revision of curriculum. Special attention is given to the instructional leader’s role in the continuing process of curriculum development, selection, and evaluation. (Once a year)

EDEL 615. Leadership in Today’s Schools (3 hours)
A study of current organizational and leadership theories in education and an examination of professional competencies needed in leadership positions with application to actual school situations.

EDEL 618. Cultural Perspectives in Higher Ed Leadership (3 hours)
This course offers an overview of the foundations of cultural perspectives in higher education leadership as a means for improving students’ cultural competence. The course is designed for students to explore the various cultural dimensions of leadership in higher education, including issues related to race, culture, gender, age, disability, and sexual orientation. Students will be introduced to various theories and models that explain differences and similarities among various groups of students.

EDEL 625. Managing the School Environment (3 hours)
A study of school business management and finance designed to provide the educational leader with basic principles of school management, accounting and purchasing procedures, school finance and information systems. Emphasis will be placed on equipping educational leaders with a foundation of leadership principles designed to enhance personnel management skills. (Once a year)

EDEL 635. Assessment & Evaluation in Today’s Schools (3 hours)
This course provides an overview of assessment practices for improvement of student learning. A major focus will be placed on analysis of various assessment measures available to improve the teaching and learning process. (Once a year)

EDEL 637. Leadership Clinical Internship I (3 hours)
Principal Clinical Internship I (PCI I) is the first of a two-course sequence that provides significant opportunities for students to engage in reflective practice as a building administrator and educational leader. The PCI I is planned, guided, and evaluated cooperatively by the student, the university professor, and the field site mentor who is a licensed, practicing building administrator/educational leader. Students are expected to (1) become familiar with the roles and responsibilities of the principal; (2) lead the planning, implementation, evaluation, and reporting of a project designed to improve education in a school; and (3) reflect upon her/his leadership, seeking meaningful improvement as an educational leader. During PCI I, students engage in discussions with members of their cohort, keep a reflective journal, and record hours spent on their project. The professor will plan periodic conference calls, and/or personal phone calls, and/or visits with the student and his/her mentor to help guide the project and provide additional course oversight. The PCI I course covers the initial planning and placement in the project experience and continues with initial implementation of the project. (Once a year)

EDEL 638. Leadership Clinical Internship II (3 hours)
Principal Clinical Internship II (PCI II) is the second of a two-course sequence that provides significant opportunities for students to engage in reflective practice as a building administrator and educational leader.
administrator and educational leader. The PCI is planned, guided, and evaluated cooperatively by the student, the university professor, and the field site mentor who is a licensed, practicing building administrator/educational leader. Students are expected to (1) become familiar with the roles and responsibilities of the principal; (2) lead the planning, implementation, evaluation, and reporting of a project designed to improve education in a school; and (3) reflect upon her/his leadership, seeking meaningful improvement as an educational leader. During PCI II, students engage in discussions with members of their cohort, keep a reflective journal, and record hours spent on their project. The professor will plan periodic conference calls, and/or personal phone calls, and/or visits with the student and his/her mentor to help guide the project and provide additional course oversight. The PCI II course begins as a continuation of PCI I, the implementation of the project, and ends with collaborative evaluation and a written project report. (Once a year)

EDEL 645A. Internship I
(3 hours)
This course provides a supervised administrative/ supervisory field experience in a placement appropriate to career objectives and approved by the faculty advisor (requires 80 clock hours). Includes seminars for debriefing and reflection.

EDEL 645B. Internship II
(3 hours for 2 consecutive semesters for a total of 6 hours)
(Prerequisite: Only those candidates admitted into Performance- Based Educational Leadership programs may register.)
Internship II runs for one year; the first 3 hours are to be completed during fall semester and the remaining 3 hours during spring semester. This course provides a supervised administrative/ supervisory field experience in a placement appropriate to career objectives and approved by the faculty advisor. This year-long internship sequence includes seminars for debriefing and reflection. Candidates enrolled in the performance-based leadership track must complete this year-long intensive internship experience at either the building and/or system level.

EDEL 646. Performance-based Internship I (Building-level)  (3 hours)
This is the first semester of a required two- semester sequence necessary for the candidate to apply for performance-based certification through the Georgia Professional Standards Commission. Only those candidates admitted into Performance- Based Educational Leadership programs may register. At the start of the course, candidates will work with their school system assigned mentor and the Mercer coordinator to develop a yearlong plan of experiences that are consistent with demonstrating mastery of ISLLC standards for school, leadership. Students enrolled in this course will develop experiences that are consistent with a building- level leader. (Twice a year)

EDEL 647. Performance-based Internship II (Building-level) (3 hours)
This is the second semester of a required two- semester sequence necessary for the candidate to apply for performance-based certification through the Georgia Professional Standards Commission. Only those candidates admitted into Performance- Based Educational Leadership programs may register. At the start of the course, candidates will work with their school system assigned mentor and the Mercer coordinator to develop a year-long plan of experiences that are consistent with demonstrating mastery of ISLLC standards for school, leadership. Students enrolled in this course will develop experiences that are consistent with a building-level leader. (Twice a year)

EDEL 648. Performance-based Internship I (System-level)  (3 hours)
This is the first semester of a required two- semester sequence necessary for the candidate to apply for performance-based certification through the Georgia Professional Standards Commission. Only those candidates admitted into Performance- Based Educational Leadership programs may register. At the start of the course, candidates will work with
their school system assigned mentor and the Mercer coordinator to develop a yearlong plan of experiences that are consistent with demonstrating mastery of ISLLC standards for school, leadership. Students enrolled in this course will develop experiences that are consistent with a system-level leader. (Twice a year)

**EDEL 649. Performance-based Internship II (System-level) (3 hours)**
This the second semester of a required two-semester sequence necessary for the candidate to apply for performance-based certification through the Georgia Professional Standards Commission. Only those candidates admitted into Performance-Based Educational Leadership programs may register. At the start of the course, candidates will work with their school system assigned mentor and the Mercer coordinator to develop a yearlong plan of experiences that are consistent with demonstrating mastery of ISLLC standards for school, leadership. Students enrolled in this course will develop experiences that are consistent with a system-level leader. (Twice a year)

**EDEL 655. School Law and Ethics (3 hours)**
This course provides an overview of relevant school law topics. The legal aspects of teaching and the rights, responsibilities, and ethics of professional service will be emphasized. Laws and standards that directly impact the work of teachers and school administrators will be examined. ( Twice a year)

**EDEL 665. Leadership in Instructional Supervision (3 hours)**
This course provides an in-depth study of leadership strategies for instructional supervision and improvement. Principles of human development theory along with research based adult learning and motivational theories will be applied. Special topics will include the development of comprehensive professional growth plans and the application of best practices for student learning. (Twice a year)

**EDEL 675. Foundations of Leadership (3 hours)**
This course explores the phenomenon of leadership from a research as well as theoretical perspective focusing upon critical education outcome elements and the process elements which contribute to organizational effectiveness. (Once a year)

**EDEL 685. Technology for School Leaders (3 hours)**
This course is designed to provide educational leaders with the knowledge to develop practical approaches to planning, organizing, and directing the integration of technology into the school curriculum. Emphasis will be placed on the use of technology both for administrative and curricular purposes. (Once a year)

**EDEL 686. Strategies for Improving Low Performing Schools (3 hours)**
This course will develop the competencies for leading and managing change and utilizing data for planning and school improvement as well as experiences in operationalizing these competencies. The outcomes will be accomplished through the examination of change theory as well as institutions engaged in successful change practices, the study of data-based decision-making and planning, and the application of skills for organizational renewal. Completion of this course will result in developing school leaders that have the competencies to successfully lead in an environment of change and turnaround low performing schools. (Once a year)

**EDEL 695. Educational Research (3 hours)**
The purpose of this course is to examine research methodology and applied research. Emphasis will be given to the review and evaluation of educational research. Each student will be required to design and write a research project. (Once a year)
EDEL 697. School, Community, & Society (3 hours)
This course is designed to examine current key issues in today's schools. Special emphasis will be given to developing school leaders who are community collaborators, net-workers and problem solvers. (Twice a year)

EDEL 701. Special Topics in Educational Leadership (1-3 hours)
Prerequisite: Program Chair approval.
This course is a study of specific topics which meets the needs of non-doctoral students in educational leadership. This course is usually done as a directed individual study that will include special projects. (Occasionally)

EDEL 703. The Principalship (3 hours)
This course is designed for those candidates preparing for a career in building-level school leadership. This course is a general introduction to the principalship and contains material that is both theoretical and practical in nature. Candidates receive direction in developing the knowledge, skills and attitudes that foster instructional leadership within the school. The concepts of instructional leadership, management, human relations, and personnel development are detailed and internship assignments are integrated into course requirements. (Once a year)

EDEL 704. The Superintendency (3 hours)
This course examines the role and responsibilities of the school superintendent as chief executive officer of a complex organization. The course focuses on the leadership roles of the superintendent and central office personnel in working with the board of education, building principals, school staff members, citizens of the community and political and educational leaders. Attention is given to the role of the system-level leaders in instruction and curriculum, personnel administration, finance and business management, and buildings and grounds. Internship experiences are integrated in course requirements. (Once a year)

EDEL 705. School Leadership Preservice I (3 hours)
The course provides an introduction to topics most relevant to aspiring P-12 school leaders including the use and analysis of teaching and learning data to lead school improvement and theories of organizational leadership. Additionally, candidates will be introduced to various leadership styles, and learn to explore and identify their own.

EDEL 706. School Leadership Preservice II (3 hours)
This course provides an overview of legal principles relevant to educators, with a focus on practical application of those principles by school administrators. Class sessions will include discussion of current law and ethics related topics in schools, practical application exercises, and a study of relevant court cases and Georgia State Board of Education decisions on matters of school law.

EDEL 707. Cognition and Learning in Curriculum and Instruction (3 hours)
This course is an analysis of curriculum and instructional models/theories, classroom/system applications, current issues/trends and their impact on educational leadership practices. (Once a year)

EDEL 708. Effective Human Resources Practices (3 hours)
This course provides an overview of the statutes that regulate human resources practices. The focus will be on the employment process to include job descriptions, advertising, recruiting, interviewing, selection, hiring, orientation, mentoring and retention of quality employees. In addition, compensation studies, salary schedules and benefit packages will be reviewed. A thorough knowledge of the evaluation process to include professional development plans and due process, as required by law, will be presented. (Once a year)
EDEL 709. School Financing and Budgeting (3 hours)
This course provides an in-depth study of school district finance and budgeting. The focus will include funding formulas, state allotment sheets, millage rates, bond issues and special taxes as they relate to school systems. Emphasis will be placed on creating a school district annual budget that supports the system’s mission and goals.

EDEL 710 Facilitating Professional Learning and Development (3 hours)
Candidates will analyze and apply techniques used in leading professional development for the improvement of instruction. Emphasis will be given to needs assessments, focus groups, ongoing support, formative and summative evaluation, and budgeting. (Once a year)

EDEL 724. Performance-based Clinical Practice Internship I (3 hours)
Prerequisite: Only those candidates admitted into Performance-Based Educational Leadership programs may register.
This course provides a supervised administrative/supervisory field experience in a placement appropriate to career objectives and approved by the faculty advisor. This first semester of a year-long internship sequence includes seminars for leadership performance tasks design and plan, problem-solving skills, plan implementation, debriefing and reflection. Candidates enrolled in the performance-based leadership track must complete this semester clinical practice experience prior to enrolling in Tier II Performance-based Clinical Practice Internship II. (Fall)

EDEL 725. Performance-based Clinical Practice Internship II (3 hours)
Prerequisite: Successful completion of EDEL 724.
This course provides a supervised administrative/supervisory clinical practice/extended residency experience in a placement appropriate to career objectives and approved by the faculty advisor. This second semester of a year-long internship sequence includes seminars for debriefing, analyzing leadership tasks performances and reflection. Candidates enrolled in the performance-based leadership track must complete this semester clinical practice experience in order to be eligible for Tier II Performance-based Leadership certification. (Spring)

The course prepares P-12 and higher education leaders with the knowledge, tools, and resources necessary to anticipate mitigate, and recover from natural and human instigated crises. Included in the course is a final symposium consisting of an interactive panel presentation featuring representatives from national, state, and local crisis preparedness agencies selected by the instructor. (Occasionally)

ENGLISH (EDEN)

EDEN 648. Applied English Linguistics (3 hours)
This course includes the study of phonetics, morphology, structural linguistics, and grammar and focuses on how these features of the structure of English create problems for English learners. It is intended to acquaint prospective and current ESL teachers with modern linguistic theorists, insightful educators, the relationship between linguistic theory and its practical application in the classroom, and it is intended to help them understand English structure well enough to be able to answer learners’ questions with accuracy and confidence. (Fall)
MATHEMATICS (EDMT)

EDMT 601. Problem Solving in Mathematics: Elementary (3 hours)
This course includes foundations of mathematics - sets, symbolic logic, and the deductive method. It also provides fundamentals of algebra, geometry, real analysis, and number theory through the use of problems involving logic, number theory, spatial perception, geometric formulas, linear equations and equalities, and through the use of games. (Summer)

EDMT 611. Theory of Arithmetic (3 hours)
Designed for teachers of mathematics in grades P-12, this course focuses on a concentrated study of number theory that provides the foundation of arithmetic through the use of problem solving and modeling.

EDMT 677. Number Sense and Algebra in Elementary Education (3 hours)
This course is designed to enhance elementary teachers’ knowledge of number and operations and algebra by focusing on number sense and number systems, number operations, sets, patterns, relations, functions, linear equations and inequalities, selected topics related to the history of mathematics, and related NCTM Principles and Standards. (Fall)

EDMT 678. Geometry, Measurement, and Data Analysis in Elementary Education (3 hours)
This course is designed to enhance elementary teachers’ knowledge of geometry, measurement, and data analysis by focusing on two- and three-dimensional geometric figures and their characteristics, geometric reasoning, coordinate and transformational geometry, non-standard and standard measurement of attributes (including length, perimeter, area, volume, capacity, time, temperature, and angles), data collection and interpretation, statistics, and probability, selected topics related to the history of mathematics, and related NCTM Principles and Standards. (Fall)

NATURAL SCIENCES (EDSC)

EDSC 674. Conceptual Integrated Science I (3 hours)
This course provides an introduction to physics, chemistry, biology, earth science and astronomy, the full array of the natural sciences. A conceptual approach will be used. The conceptual approach relates science to everyday life, is personal and direct, deemphasizes jargon and vocabulary, emphasizes central ideas and concepts rather than details, and puts concepts ahead of computation. While it is important that the students understand and appreciate the important relationships of mathematics and science, the equations and computation used in this course will be developed naturally out of the concepts and will be used to clarify concepts rather than as a chance to practice mathematical problem solving. At its core, this course will present science to the candidates in a manner which models for them the best practices of the profession. (Fall)

EDSC 675. Conceptual Integrated Science II (3 hours)
Prerequisite: (EDSC 674 Conceptual Integrated Science I)
This course provides an overview of physics, chemistry, biology, earth science, and astronomy. The course is conceptual in nature, which means the concepts and ideas are emphasized over the details and mathematical rigor. Because this is the second course in the two course sequence, there will be conceptual building blocks in the first course to support ideas presented in the second course. Each course will consist of required modules. The modules will provide a basic framework for both courses to insure that certain basic ideas will be included each time the course is taught and still allow the instructor freedom to organize and teach the course as they think best. (Fall)
**EDUCATION (EDUC)**

**EDUC 582. Standards Evaluation in Curriculum & Instruction** (1 hour)
The student will develop a portfolio providing evidence of having met the Georgia Professional Standards Commission's curriculum and instruction standards. Evidence will include artifacts from previously completed course work in curriculum and instruction, as well as any additional documentation requested by instructor. An interview may be required. If all standards are not met, instructor will provide a remediation plan. Prerequisites: Completion within the past 10 years of a graduate program in C & I from an approved institution, GPA of at least 3.5 in the completed C & I program, passing score on GACE in C & I, valid Georgia educator's certificate.

**EDUC 603. School Philosophy & Teacher Leadership** (3 hours)
This course focuses on the application of the most relevant philosophies of education to the aims, curriculum, and methods of primary, middle, and secondary education. Additionally, this course will examine the concept of teacher leadership and its relationship to improved educational quality. (Summer)

**EDUC 615. Classroom Management & Applied Learning** (3 hours)
**Strategies with Elementary Special Needs Students**
The aim of this course is to study and integrate classroom management principles and practices with theory and research. Specifically, analyses of developmental, cognitive, behavioral, social, and interpersonal/psychological theories of motivation will be reviewed and applied to best practices with special needs students. This course also will identify and apply contemporary aspects of learning theories and research to the practice of teaching special needs students. (Spring)

**EDUC 618. Issues of Diversity: Language, Cognition, and Culture** (3 hours)
This course provides the basis for understanding diversity by exploring the social, the cognitive, and the communicative roots of diversity: with a primary focus on how students learn to think and communicate within their home, community, and school environments. (Summer for Macon MAT) (Fall for RAC MEd)

**EDUC 625. Culturally and Educationally Responsive Pedagogy** (3 hours)
This course provides students with the theory, knowledge, and strategies to teach the culturally diverse and special needs population in today's classrooms. This course goes beyond the usual rhetoric on promoting diversity to present real-world guidance and recommendations for successful teaching in the changing classroom environment. (Summer)

**EDUC 639. Teaching Strategies and Classroom Environment for Active Learning/Elementary Education** (3 hours)
The course is designed to assist the teacher in building a climate for thinking in the classroom by preparing students to implement critical thinking strategies, creative problem solving skills, and thoughtful decision making for lifelong learning. Students will develop advanced knowledge of the variety of teaching strategies based on brain and learning research that will enable them to bring life into the classroom. (Summer)

**EDUC 646. Methods of Teaching English to Speakers of Other Languages (ESOL)** (3 hours)
A study of how English as a second language is learned at different age levels and ways to systematically select and utilize appropriate teaching strategies and materials for teaching each level. Attention will be given to procedures and techniques for teaching and
EDUC 647. Preventing, Diagnosing, and Correcting Literacy Problems (3 hours)
This course provides ways to prevent, diagnose, and correct problems students have as literacy learners. Specific diagnostic tools, corrective techniques, preventive measures, and ways to interpret and synthesize information gathered will be examined. (Fall and Summer)

EDUC 651. Contemporary Curriculum Practices for Elementary Education (3 hours)
This course will include the study and application of contemporary curriculum, technology and teacher leadership practices. Students will learn and implement methods of curriculum design, data analysis, assessment and innovative instructional strategies. This course will serve as a means to help teachers become more aware of current curriculum trends and become instructional leaders in their school settings. (Spring)

EDUC 658. Development and Characteristics of Autism Spectrum Disorders (3 hours)
This course reviews historical foundations and classic studies related to Autism Spectrum Disorders [ASD]. Normal versus autistic characteristics are compared across cognitive and neurological, social emotional, physical, and adaptive behavior domains. Particular emphases are placed on speech, language and communication problems, and sensory challenges that are typical among autistic children. Diagnostic criteria for autism also are reviewed in light of developmental factors. Implications for teaching and social functioning are discussed across each identifying factor. The teacher candidate will understand definitions and issues related to the identification of students with developmental disabilities and ASD. Trends and practices in the field of ASD along with services, networks, and organizations that support students with ASD are discussed.

This course provides a comprehensive investigation of behavioral techniques and applied behavior analysis for working with students with developmental disorders and Autism Spectrum Disorders [ASD]. The teacher candidate will be able to understand theories of behavior problems of individuals with ASD. Proactive and positive reinforcement-based theories are stressed. The teacher candidate will be prepared to analyze challenging behavior, review functional behavior assessments, and develop behavior supports and intervention plans. The teacher candidate will recognize how to utilize student strengths to reinforce and maintain social skills. The course will also present best practices as to how to collaborate with team members, fellow educators and parents on behavioral goals and supports.

EDUC 660. Learning Environment, Instruction and Assessment for Autism Spectrum Disorders (3 hours)
This course investigates specialized and optimal curriculum, instructional, and learning environments relevant to working with students with developmental disorders and Autism Spectrum Disorder [ASD]. The course presents instructional planning for independent functional life skills and adaptive behavior that are both age and ability-appropriate. Instructional strategies range from child-directed to adult-directed in both natural and structured contexts. Effective teacher communication techniques are investigated. The course also provides applications for appropriate assessment methods for working with students with Autism Spectrum Disorders. The course investigates the nature and impact
of theories of mind, central coherence, and executive function, and self-regulation on learning, adaptive behavior, and general overt behavior. These elements include sensory challenges, and speech, language and communication issues that are related to instructional procedures. Instruction that facilitates social skills and pragmatic language along with recommendations of how to avoid and repair miscommunications is addressed. Evidence-based practices for ethical practice and assistive technology to augment daily instruction and related services are investigated. Systematic planning of instruction based on learner characteristics and interests are reviewed, along with ongoing assessment practices. Assessment shall incorporate central elements of skills and functioning, specialized terminology, promoting environmental conditions, identification of individual strengths, skills, and learning preferences. Identifying the continuum of placement and matching changing levels of support relative to progress or changing needs of the student are kept in mind. The course will prepare the candidate for recognizing how to integrate students and make transition plans [including identifying agencies that will support life-long plans for the student including career and vocational transitions] with autism into regular education classes and general community along with appropriate social interactions. The course will also prepare candidates for procedures for transfer, lifting, and positioning techniques of students. [NOTE: This course includes a field based component.]

EDUC 662. Clinical Practicum (3 hours)
Prerequisites: EDUC 647 and EDUC 687.
This course is a supervised practicum in which the student applies knowledge of research and practice in reading in a field setting. The student will document the semester's work in a course notebook. (Spring)

EDUC 676. Integrated Science Methods with Residency (3 hours)
Prerequisite: EDSC 674 & 675 Conceptual Integrated Science I and II.
This course is designed to meet the residency requirement for the Elementary Science Endorsement. Students taking this course must be certified and have classroom experience. The course will be organized around their shared experience and growth during the program. Candidates will spend a minimum of 40 hours engaged in science teaching related activities at either their own school or as an intern in an assigned school. They will meet the requirements of the authentic residency in this course by planning and teaching a minimum of ten science lessons. These lessons must be taught in at least two different grade levels and the populations of the two classes in which the lessons are taught must meet diversity requirements and guidelines of the state certification agency. Special Fee. (Spring)

EDUC 677. Coaching Fundamentals (3 hours)
The purpose of this course is to examine the roles of instructional coaches in collaborating with others to improve student achievement through the strengthening of teacher efficacy in the classroom. Topics will include the roles and responsibilities of the instructional coach, relationship building skills, mentoring, effective verbal, written and non-verbal skills, active listening skills, the importance of confidentiality, and ethics in coaching. (Fall)

EDUC 678. Advanced Coaching (3 hours)
Prerequisite: EDUC 677.
The purpose of this course is to examine different models of instructional coaching, to examine strategies which may be used by instructional coaches in working with other school personnel, and to create a coaching plan which will be implemented in an educational organization. Topics will include different instructional coaching models, creating and writing SMART goals, identifying participants for a coach/coachee relationship, resources for use in the coaching process, monitoring the coachee and
measuring progress through feedback, and creating and maintaining a coaching plan. (Spring)

**EDUC 679. Mathematics Content Pedagogy** (3 hours)
Prerequisites: EDMT 677 & EDMT 678.
This course provides advanced study of constructivism-based methods of mathematics learning for all children and application of candidate knowledge of theory and practice in a K-5 mathematics field setting. Candidates plan and implement a variety of mathematical experiences to enhance their abilities to integrate theory and research-based practices; to communicate effectively; to teach effectively mathematics content; to demonstrate a variety of teaching methods, media, and technology that meet the needs of a diverse student population; and to organize and manage the learning environment. The course also focuses on encouraging an engaging student-learning environment through various processes and promoting collegial professional learning experiences. Special Fee. (Spring)

**EDUC 687. Reading Theory: Research & Best Practices** (3 hours)
in Elementary Education Reading
This advanced literacy course will allow elementary educators to explore current and historically significant reading research theory, and select an aspect of reading for in-depth independent research. (Fall and Summer)

**EDUC 690. Introduction to Educational Research** (3 hours)
This course provides an introduction to educational research. It is designed to aid students in the acquisition of skills and knowledge required of a competent consumer and producer of educational research. The focus will be on gaining knowledge of the literature of the discipline and planning action research to improve professional practice. (Fall)

**EDUC 699. Special Topics in Education** (1-3 hours)
Prerequisite: consent of advisor.
A study of specific topics in education which meet the needs of graduate students. (Can be repeated for a maximum of 6 hours with consent of advisor.) (Occasionally)

**EDUC 728. Socio-Political Influences in Education** (3 hours)
This course is designed to give students an overview of the methods of scholarly study of the foundations of education. Students will be exposed to various questions of importance to elementary education and will examine how the social and political climate has influenced the way these questions have been and are being answered. Various approaches to studying educational foundations may be utilized in the course, including (but not limited to): history of education, sociology of education, philosophy of education, anthropology of education, cultural studies of education, and comparative education. Emphasis will be placed on gathering, reading, interpreting, and presenting research and theory in educational foundations in order to address current educational concerns. (Summer)

**EDUC 731. Research for the Accomplished Teacher** (3 hours)
The purpose of this course is to examine research methodology and applied research as it relates to the practicing accomplished teacher in Elementary Education. Emphasis will be given to the review and evaluation of research literature and on how accomplished teachers may apply both quantitative and qualitative research methods to classroom/school problems. Students will be required to identify a problem in their classrooms or schools, review the relevant literature on the problem, identify the appropriate research method for the problem, and write a research plan for addressing the problem, using research tools, critical thinking, and professional communications. (Summer and Fall)
EDUC 735. Trends and Issues in Elementary Education  (1 hour)
This course is Part I of Ed.S. Capstone. It provides an opportunity to explore current trends and issues in the field of Elementary Education (P-5). It critically examines trends, historical origins, recurring issues, research findings, and resulting program developments in Elementary Education from multiple perspectives. Each student will also develop a plan for a professional project to be completed in Part II of Ed.S. Capstone, EDUC 750 Advanced Seminar in Elementary Education. Graded: S (Satisfactory) or U (Unsatisfactory) (Summer and Fall)

EDUC 740. Connecting Curriculum, Instruction and Assessment in Elementary Education  (3 hours)
This course will focus on using theory, research, and best practices to design, implement and evaluate meaningful, challenging curriculum that promotes comprehensive developmental and learning outcomes for all learners. Special emphasis will be placed on collecting and analyzing data to plan and implement well-integrated curricula for all learners. The practice of assessment and data-driven decision making will be applied to promote positive social, emotional, and learning outcomes in elementary education. (Spring)

EDUC 742. Elementary Curriculum and Assessment for Students with Disabilities  (3 hours)
This course is designed to further develop knowledge and skills related to educating students with disabilities in inclusive environments. Elementary teachers will understand the roles and responsibilities of special educators, general educators, and other staff in providing instructional services to students educated in inclusive classrooms. A significant part of teaching all learners includes data-driven decision making. Teachers will review research and theory related to data-driven decision making at the school level and individual student level. Emphasis will be placed on analyzing data to identify student learning needs and guide instructional decisions. Through this course, teachers will gather and analyze multiple measures of data to answer questions about student achievement and ways to improve student learning. A focus will be placed on individual student progress monitoring and using data to guide academic and/or behavioral improvement. Topics will include using data as feedback for instructional planning and communicating results to families and other professionals. (Spring)

EDUC 750. Advanced Seminar in Elementary Education  (3 hours)
Prerequisite: EDUC 735.
This course is Part II of Ed.S. Capstone. Students in this course will have the opportunity to implement and complete a final project consistent with program outcomes. Individual students will work in consultation with a faculty advisor throughout the project. The form and type of project may vary based on individual interests and area of study. The final project will also be disseminated through a peer reviewed professional outlet. Graded: S (satisfactory) or U (unsatisfactory). (Most semesters)

EDUC 755. Play-based Learning in Elementary Environments  (3 hours)
The purpose of this course is to explore the social, emotional, psychological, cognitive, creative, and physical benefits of play for children and adults. Play insists on a personal engagement and stimulates the imagination. Play is an important element in teaching and learning, creativity, and discovery. We will explore ways to increase children’s play in school and at home and research global issues of play. We will also focus on play advocacy and educational policies which often have a negative impact on play (e.g., loss of recess, bullying, political decisions). Finally, through a constructivist lens, we will investigate the role of play through the theoretical underpinnings of Dewey and Vygotsky’s work. (Summer)
EDUC 760. Advanced Professional and Ethical Practices in Elementary Education (3 hours)
This course provides an examination of various methodologies associated with advanced professional and ethical practices. Candidates research, design, plan, and implement strategies to meet the needs of teachers and diverse learners. For example, professional and ethical practices; adult learning theories, leadership roles, various models of professional development, co-teaching, coaching, and mentoring are areas of focus to support candidates’ professional development and growth. (Most semesters)

MASTER OF ARTS IN TEACHING (EMAT)

EMAT 526. Foundations of Education (3 hours)
Prerequisite for all MAT restricted courses if not taken at undergraduate level or transferred in; does not count towards MAT degree.
This course is an introduction to teaching and will include an examination of current education issues. The study of historical and sociological influences on contemporary education, including federal and state policy and law will enable students to think and write about educational issues. There will be an emphasis on educational philosophy.

EMAT 601. Initial Field Experience (1 hour)
Prerequisites: Full Admission prior to the application periods, Pre-Service Certification, online FE application, and Tort Liability Insurance Coverage.
This session-long course provides teacher candidates a community or school-based placement early in the teacher preparation program during which they are expected to observe the learning and teaching environment, tutor individual students or small groups of students, and reflect on teaching experiences in this setting. Candidates are required to complete a minimum of 35 hours during the semester in their assigned placement, under the direction of a certified classroom instructor (or the equivalent, for community placements). Additionally, candidates must attend Orientation and all related seminars. Special fee. (Fall and Spring; Summer by special arrangement)

EMAT 604. Planning & Creative Dimensions of Instruction in Elementary Education (3 hours)
Prerequisite or co-requisite for 600 level content and methods courses.
This course will include the study and application of the basic techniques for planning, organizing, and assessing instruction in elementary, including the ranges of developmentally appropriate and varied teaching strategies and resources for grades P-5. Teacher candidates will learn and implement methods of unit, lesson, and assessment design that will build an engaging and challenging climate for critical thinking and creative problem solving. (Once a year)

EMAT 608. Practicum (3 hours)
Prerequisites: Successful completion of EMAT 601, submission of on-line application, and compliance with the Pre-Service Certification process, and Tort Liability Insurance Coverage.
This course should be taken the semester prior to Student Teaching or Internship. This course provides a school-based teaching experience for teacher candidates. Candidates will be assigned a placement based on required cluster and diversity requirements, and will spend a minimum of 80 hours over the semester in the classroom. See course syllabus for weekly schedule. Candidates are required to attend Practicum Orientation and seminars. Special fee. (Fall and Spring)

EMAT 609. Mentored Practicum (3 hours)
Prerequisites: On-line application and submission of additional application paperwork; full admission; successful completion of EMAT 601 and majority of coursework.
The Mentored Practicum is designed for those candidates who are employed in an approved accredited school setting on a non-renewable teaching certificate, and in a setting appropriate to the certification that the candidate is seeking. The candidate will complete this course in his or her own classroom, under the mentorship of a teacher assigned by the school and by a Mercer supervisor. Additional clock hours in other school settings may be assigned in order for the candidate to meet diversity requirements for certification. Candidates are required to attend seminars, including orientation. Special fee. (Fall and Spring)

**EMAT 610A. Refining Teaching and Learning Performance** (1 hour)  
Prerequisites: application required; full admission status; consent of site chair.  
This graduate-level course provides a field-based experience for students who wish to refine their teaching skills, modify a single edTPA task, and resubmit the edTPA portfolio in order to complete the requirements for recommendation for full teacher certification. The course is evaluated on a Satisfactory (s) or Unsatisfactory (U) basis. A special fee will be assessed. (Every year in at least one location)

**EMAT 610B. Refining Teaching and Learning Performance** (3 hours)  
Prerequisites: application required; full admission status; consent of site chair.  
This graduate-level course provides a field-based experience for students who wish to refine their teaching skills, modify multiple edTPA tasks, and resubmit the edTPA portfolio in order to complete the requirements for recommendation for full teacher certification. The course is evaluated on a Satisfactory (s) or Unsatisfactory (U) basis. A special fee will be assessed. (Every year in at least one location)

**EMAT 611. Student Teaching** (9 hours)  
Prerequisites: On-line application and submission of specified paperwork; compliance with all College of Education and state requirements for student teaching eligibility; successful completion of EMAT 608/609; completion of all coursework with a grade of B or better.  
This course provides a full-day semester-long teaching experience for teacher candidates. Candidates will be assigned to diverse schools and will gradually assume responsibility for working with groups and individuals. Student Teachers will participate in classroom teaching and observation, planning and evaluation conferences, and other school related experiences with guidance provided by the Classroom Teacher and University Supervisor. Each Student Teacher will teach full-time for a minimum of three to five weeks. Candidates are required to attend student teaching orientation, FE seminars, and edTPA seminars. Special fee. (Fall and Spring)

**EMAT 612. Internship** (9 hours)  
Prerequisites: On-line application and submission of specified paperwork; successful completion of EMAT 608/609; completion of all coursework with a grade of B or better.  
The Internship is designed for candidates who are employed in an accredited and approved public or private school setting and who are teaching on a non-renewable teaching certificate in an appropriate setting for which the candidate is seeking clear renewable status. Candidates are required to attend internship orientation, FE and edTPA seminars. Special fee. (Fall and Spring)

**EMAT 617. Foundations of Education and History of STEM Education** (3 hours)  
This course introduces students to teaching as a profession and how STEM education has developed within the broader profession. Topics include teaching as a profession, the organization and culture of schools, legal rights and responsibilities of teachers and students, philosophical and psychological perspectives, historical developments underlying education in the United States, social issues in education, the application of learning theory to instruction and learning environments, basic concepts and principles.
regarding teaching strategies, assessment and evaluation of student learning, and teaching from a multicultural perspective. All of these topics are discussed with an emphasis on the infusion of STEM education within these topics. (Summer I)

EMAT 618. Child & Adolescent Development & Learning (3 hours)
The purpose of this course is to integrate critical aspects of child and adolescent development and learning, with related learning, motivational, and behavioral theories. The course addresses child and adolescent cognitive development, social/emotional development, learning theories, classroom management, and discipline theories. Specific obstacles to learning and treatment approaches also are presented. Implications for students who are at-risk, exceptional learners, and students with diverse backgrounds are discussed throughout the course. (Once a year)

EMAT 620. Adolescent Development & Learning (3 hours)
The objective of this course is to integrate critical aspects of adolescent development and learning, and related learning theory. The course addresses adolescent cognitive development, social/emotional development, learning theories, classroom management, and discipline theories. Specific obstacles to learning and treatment approaches are also presented. Implications for students with exceptional and diverse backgrounds are discussed throughout the course. (Summer)

EMAT 624 Curriculum, Instruction, & Planning for Secondary (3 hours)
This course is designed to help the beginning teacher candidate prepare to teach in a 6-12 setting. This course includes an orientation to curriculum studies as an area of research that affects middle and secondary schools. Candidates will learn and implement methods of curriculum design, assessment, units, lesson plans, and instructional strategies to meet the diverse needs of students in grades 6-12. (Summer)

EMAT 636. Essential Elements of Elementary Literacy (3 hours)
Pre-or co-requisites: EMAT 619, EMAT 526, EMAT 683 and EMAT 604.
This course is one of two required literacy courses for Elementary Education majors. The focus of Foundations of Literacy will be on the study and application of reading and writing instruction for all learners at the elementary level, with a specific focus on three of the five Pillars of Reading as identified by the National Reading Panel - Phonemic/Phonological Awareness, Phonics, and Fluency. Additional topics to include an introduction to theories and philosophies of emergent literacy, stages of language development and growth; pedagogical strategies & organizational approaches for readers and writers; and assessments of literacy achievement. (Once a year)

EMAT 637. Creating an Elementary Literate Environment (3 hours)
Pre-or co-requisites: EMAT 619, EMAT 526, EMAT 683 and EMAT 604.
This course is one of two required literacy courses for Elementary Education majors. The focus of Creation, Application, and Implementation of a Literate Environment will be on the study and application of reading and writing instruction for all learners at the elementary level, with a specific focus on two of the five Pillars of Reading as identified by the National Reading Panel - Vocabulary and Comprehension. Additional topics to include an introduction to theories and philosophies of emergent literacy, stages of language development and growth; pedagogical strategies & organizational approaches for readers and writers; and assessments of literacy achievement. (Once a year)

EMAT 642. Content Area Reading & Writing: Literacy Development for MGE/SEC (3 hours)
This course will focus on the development, use, and evaluation of language, concepts (specialized vocabulary), and critical thinking while reading text and writing to enhance
learning. Attention will be given to the use of metacognitive strategies, including visual tools, so that all students can become engaged and active literacy learners. (Fall)

**EMAT 645. Teaching English**  
(3 hours)

This course focuses on a study of how to teach English in secondary schools. Its perspective is student-centered, constructivist, developmental, inquiry based, and reflective. The course includes investigation of crucial issues such as: constructivist principles of learning, approaches to teaching grammar and writing, approaches to teaching literature, portfolios, censorship. Attention will be given to means of assessments, including authentic assessment and to state and national standards for the English/Language Arts guide for improved pedagogy. (Fall)

**EMAT 666. Teaching Mathematics in MGE & SEC**  
(3 hours)

This course provides an in-depth concentration on selected topics that are included in the middle and secondary curricula. Included are reflective thinking as related to the mathematics classroom; application and problem solving; error pattern diagnosis; pre-algebra; algebra; geometry; data collection, interpretation, and analysis; technology; evaluation alignment and techniques; and related NCTM Standards. Attention is given to enabling all students, including those who are exceptional, disabled, and culturally diverse, to become active learners of mathematics. (Fall)

**EMAT 667. Teaching Mathematics in Elementary Education: Number Sense and Operations**  
(3 hours)

Pre-or co-requisites: EMAT 619, EMAT 526, EMAT 683 and EMAT 604.

This course provides an in-depth concentration on topics of number and operations in base ten and operations and algebraic thinking that are included in the elementary curricula. Included are reflective thinking as related to the elementary mathematics classroom; application and problem solving; number, number systems, and number sense; error pattern diagnosis; algebraic concepts; technology; assessment alignment and techniques; and relative NCTM Standards. Attention is given to enabling all students, including those who are exceptional, disabled, and culturally diverse, to become active learners of mathematics. (Once a year)

**EMAT 668. Teaching Mathematics in Elementary Education: Geometry, Measurement and Data Analysis**  
(3 hours)

Pre-or co-requisites: EMAT 619, EMAT 526, EMAT 683 and EMAT 604.

This course provides an in-depth concentration on selected topics that are included in the elementary curricula. Included are reflective thinking as related to the elementary mathematics classroom; application and problem solving; measurement; spatial visualization; informal and formal geometry; data collection, interpretation, and analysis; technology; assessment alignment and techniques; and relative NCTM Standards. Attention is given to enabling all students, including those who are exceptional, disabled, and culturally diverse, to become active learners of mathematics. (Once a year)

**EMAT 671. Teaching Science & Health in Elementary Education**  
(3 hours)

This course will focus on a study of science and health education in the elementary grades, including in-depth investigation of concepts of science, current science programs, instructional methods, and technology and evaluation techniques. Emphasis will be placed on preparing teachers to incorporate appropriate science content, process skills, attitudes, and real-world applications into the science classroom. Effective ways to teach and assess students, including those with exceptionalities, disabilities, and cultural diversities, using the National Science Standards, will be modeled. (Once a year)
EMAT 672. Teaching Science in MGE & SEC (3 hours)
This course is designed to provide science content knowledge appropriate for middle and secondary education (grades 4-8 and 6-12). There will be an in-depth investigation of concepts of science, current science programs, instructional methods and technology and evaluation techniques. Emphasis will be placed on preparing teachers to incorporate appropriate science content, process skills, attitudes, and real-world applications into the science classroom. Effective ways to teach and assess students, including those with exceptionalities, disabilities, and cultural diversities, using the National Science Standards, will be modeled. (Fall)

EMAT 674. Interdisciplinary Methods for MGE and SEC (3 hours)
This laboratory course uses the engineering design process to engage teacher candidates in project-based learning. Within the context of engineering design, interdisciplinary connections with the STEM disciplines (science, technology, engineering and mathematics) and their relationship to the Humanities disciplines (English, Economics, Geography, History, and Political Science) will be explored. This course will prepare teacher candidates to implement project-based learning in middle and/or secondary clinical settings.

EMAT 676. Adolescent Development & Learning (3 hours)
This laboratory course uses the engineering design process to engage teacher candidates in project-based learning. Within the context of engineering design, interdisciplinary connections with the STEM disciplines (science, technology, engineering and mathematics) and their relationship to the Humanities disciplines (English, Economics, Geography, History, and Political Science) will be explored. This course will prepare teacher candidates to implement project-based learning in middle and/or secondary clinical settings.

EMAT 677. STEM Methods I in Context: Engineering Design (2 hours)
This laboratory course provides students with an introduction to the engineering design process. The laboratory course content may include topics such as electronics and microcontrollers, fabrication, and project-based exercises, such as a structure design project and/or a competition design project. Within the context of engineering design, cross-disciplinary connections between the STEM disciplines (science, technology, engineering and mathematics) will be made explicit as well as emphasis on appropriate STEM reasoning modalities including critical thinking, model-based reasoning, quantitative reasoning and data supported decisions. Teacher candidates will operationalize concepts from the course in a middle level clinical setting. Because of its "In Context" designation, this course provides a middle level clinical experience for STEM MAT candidates. Students will work in a setting with a diverse group of public school students from surrounding counties and will spend a minimum of thirty-five clock hours over a semester with them in an observing, participating, and teaching capacity in STEM-related activities. Students enrolled in EMAT 676 / EMAT 677 will be under the direct supervision of a certified high school classroom teacher and university supervisor. (Summer I)

EMAT 678. Curriculum, Instruction, and Planning for SEC (3 hours)
This course is an orientation to curriculum studies (6-12) that affects middle and secondary students. Candidates will learn and implement methods of integrated/interdisciplinary curriculum design, assessment, units, lesson plans, and instructional strategies to scaffold student learning and meet the diverse needs of students in grades 6-12. (Fall 1)
EMAT 679. Educational Assessment (3 hours)
This course provides an introduction to educational assessment. It is designed to aid students in the acquisition of skills and knowledge required to create, administer, and evaluate assessments and become a competent consumer of educational research while situated in a clinical setting. (Fall 3)

EMAT 680. STEM Methods II: Model-based Reasoning (2 hours)
This course provides students with an interdisciplinary approach to STEM from a model-based reasoning perspective. Students will develop and use STEM reasoning modalities including model-based, quantitative, computational based reasoning in the context of mathematical laboratory experiences to build models and equations that connect abstract mathematics concepts to real world concepts in STEM and STEM related disciplines. Students will develop and use pedagogical approaches such as problem-based and project-based to extend mathematical concepts across STEM and STEM related disciplines. Teacher candidates will operationalize concepts from the course in a school-based clinical experience in addition to coursework, which may include field trips to STEM-related destinations. (Spring)

EMAT 681. Social Studies in a Multicultural World for Elementary Education (3 hours)
This is an advanced course in which selected topics in social studies elementary education are explored in depth, especially multicultural education. A variety of effective ways to teach and assess students are modeled, with a focus on current trends and research from the National Curriculum Standards for Social Studies. This class will prepare the transforming educator to create a learning environment which celebrates the diversity of cultures. (Once a year)

EMAT 682. Teaching Social Studies in MGE & SEC (3 hours)
This course provides a broad understanding of the teaching of the social sciences coinciding with awareness, understanding, and respect for cultural diversity in American society. Specifically, the course is designed (1) (To Know) to provide social studies content knowledge appropriate for middle and secondary education; (2) (To Do) model developmentally appropriate teaching methods as recommended by the National Council for the Social Studies, and (3) (To Be) explore the implications of social studies educational attitudes and values within our multicultural society. (Fall)

EMAT 683. Teaching Exceptional Learners (3 hours)
This course explores the fundamentals of Exceptional Learner Education in America’s schools. Emphasis is given to the historical development of Exceptional Learner Education, relevant legislation and litigation, educational policy, and contemporary trends and issues. In addition to providing an overview of the various exceptionalities, attention is given to typical physical, social, cognitive, and learning characteristics of students, including at risk and other diverse learners. Students will also be exposed to teaching strategies to improve student achievement and engagement, including research-based interventions. Emphasis is given to empowering the transforming educator to recognize her/his role in embracing all children as part of a community of learners. This course includes and goes well beyond the minimum special education requirement for Georgia certification. (Summer I)

EMAT 684. Methods for Teaching Math in Context for Secondary (4 hours)
This course provides an in-depth concentration on selected mathematics topics that are included in the middle and secondary education. Included are reflective thinking as related to the mathematics classroom; application and problem solving; error pattern diagnosis;
pre-algebra and algebra; geometry; data collection, interpretation, and analysis; technology; evaluation alignment and techniques, and relative NCTM Standards. Focus is given to the integration of mathematics within science, technology and engineering in the teaching/learning process. Attention is given to enabling all students to become active learners of mathematics and making abstract mathematical concepts relevant not only across STEM disciplines but within the context of real world application. In addition to weekly course meetings, teacher candidates will operationalize concepts from the course in a school-based clinical experience. Because of its “In Context” designation, this course provides a high school clinical experience for STEM MAT candidates. In this course, candidates will begin a year-long placement in a high needs rural or urban public school setting with a certified secondary math or science teacher. Candidates will spend a minimum of 500 clock hours over the semester observing, participating, and teaching. Students enrolled in EMAT 678, EMAT 679, and either EMAT 684 or EMAT 685 will be under the direct supervision of a certified classroom teacher and university supervisor. Special fee. (Fall)

EMAT 685. Methods for Teaching Science in Context for Secondary (4 hours)

This course is designed to provide science content knowledge and pedagogical practices appropriate for middle and secondary education. There will be an in-depth investigation of scientific concepts across STEM disciplines, emphasis on the use of technology applications to enhance data collection, analysis, and evaluation. Emphasis will be placed on: (1) preparing teachers to incorporate appropriate science content in STEM, process skills, habits of mind, pedagogical strategies through authentic real-world application and experiences, (2) effective ways to teach and assess students, including those with exceptionalities, disabilities, and cultural diversities, and (3) state level science standards. Teacher candidates will operationalize concepts from the course in a clinical experience in a partner district in addition to weekly course meetings. Because of its “In Context” designation, this course provides a high school clinical experience for STEM MAT candidates. In this course, candidates will begin a year-long placement in a high needs rural or urban public school setting with a certified secondary math or science teacher. Candidates will spend a minimum of 500 clock hours over the semester observing, participating, and teaching. Students enrolled in EMAT 678, EMAT 679 and either EMAT 684 or EMAT 685 will be under the direct supervision of a certified classroom teacher and university supervisor. Special fee. (Fall)

EMAT 686. STEM Methods III in Context for Secondary (6 hours)

This STEM methods course will use concepts learned in prior STEM methods and content methods courses to develop research-based interdisciplinary activities that foster critical thinking and reasoning skills and that employ age appropriate pedagogical practices for the secondary level. This course focuses on designing and implementing interdisciplinary STEM experiences in a clinical setting with an emphasis on collaboration, systems-thinking, web-based sources and applications, and career awareness in STEM. Attention will be given to practical issues that face the secondary STEM teachers in the field such as student motivation; limited resources, time, space; and other barriers to implementing cross-disciplinary STEM instruction. Teacher candidates will operationalize concepts from the course in a school-based clinical experience and will include connections to STEM-related careers. Because of its “In Context” designation, this course provides a high school clinical experience for STEM MAT candidates. In this course, candidates will continue a year-long placement in a high needs rural or urban public school setting with a certified secondary math or science teacher. Candidates will spend a minimum of 500 clock hours over the semester observing, participating, and teaching. Students enrolled in EMAT 686
will be under the direct supervision of a certified classroom teacher and university supervisor. Special fee. (Spring)

**EMAT 687. Disciplinary Literacy for Secondary Fields** (2 hours)
Adolescent literacy and disciplinary literacy will be explored in relation to the specialized literacy skills in the STEM and Humanities disciplines. (Fall 2)

**EMAT 688. Capstone in STEM Teaching and Learning** (5 hours)
In this course the teacher candidate will develop an individualized professional development plan, which addresses all of the following: (1) potential barriers to success, (2) creation and submission of grant, conference, and/or publication proposal, (3) identify and develop a network of business, industry, university, and/or community partners, and (4) engage in service learning connected to your research and teaching. Course requirements will include community service at a designated site. (Summer II)

**EMAT 689. Educational Assessment and Research** (3 hours)
This course provides an introduction to educational assessment and research. It is designed to aid students in the acquisition of skills and knowledge required to create, administer, and evaluate assessments and become a competent consumer of educational research. The focus will be on preparation to implement educational assessment skills and action research in a field setting. Appropriate emphasis will be placed on the relevance of technological development in this area. (Summer)

**STEM Endorsement (ESTM)**

**ESTM 664. STEM Thinking** (3 hours)
This course provides a foundation in STEM education. Candidates will explore the definition of STEM and develop an appreciation of STEM as a process, way of thinking, interdisciplinary learning, and a collaborative effort. Specific focus will be on the importance of STEM, experiences in the fields of STEM, building school, community and business relationships, and understanding the global perspectives. Candidates will understand the habits of mind that are associated with STEM learning. Candidates will explore the STEM content areas and develop an appreciation of scientific thinking, engineering design, and mathematical application. Candidates will begin to develop a plan for project-based learning or action research.

**ESTM 668. Research and STEM Design** (3 hours)
Prerequisite: ESTM 664.
This course is designed to develop the candidate’s skills and competencies to become a STEM educator. Interdisciplinary exploration takes place across the content of STEM through standards, performance task, assessment strategies, and active classroom learning. Candidates explore such topics as STEM professionalism, STEM collaboration, and management of team projects. Candidates apply learning in the STEM content areas that will incorporate scientific thinking, engineering design, and mathematical application. Candidates continue development of project-based learning or action research.

**ESTM 674. Applied STEM Processes and Field Experience** (3 hours)
Prerequisites: ESTM 664 and ESTM 668.
The course is an opportunity to apply STEM education with K – 12 students. Candidates will complete a project-based learning or action research project, experience engineering design and authentic research, and present it. Through classroom experiences, emphasis is placed on STEM integrated, collaborative thinking. Cognitive and metacognitive strategies will be emphasized in STEM thinking. Candidates will have the opportunity to experience STEM education in various ways, including conferences, STEM certified schools, industry, and higher education STEM focused initiatives. Special fee applied.
College of Professional Advancement

Priscilla R. Danheiser, Dean/Professor
Gail W. Johnson, Associate Dean/Assistant Professor
Caroline M. Brackette, Assistant Dean/Associate Professor
Colleen P. Stapleton, Assistant Dean, Atlanta/Professor
Duane E. Davis, J. Colin Harris, Ian C. Henderson, Kyra L. Osmus, and Arthur J. Williams, Professors Emeriti
Karen O’Neill Lacey, Associate Professor Emerita
Fred W. Bongiovanni, Margaret H. Eskew, Hani Q. Khoury, W. David Lane, Laurie L. Larkin, Richard H. Martin, Suneetha B. Manyam, and Colleen P. Stapleton, Professors
Jason R. Holloway and Jacqueline Stephen, Instructors

GRADUATE PROGRAMS

Master of Science, Clinical Mental Health Counseling  (Atlanta)
Master of Science, Clinical Rehabilitation Counseling  (Atlanta)
Master of Science, Criminal Justice and Public Safety Leadership  (Online)
Master of Science, Health Informatics  (Online)
Master of Science, Health Informatics/Doctor of Pharmacy  (Online and Atlanta)
Master of Science, Human Services  (Henry County)
Master of Science, Organizational Leadership  (Atlanta, Henry County, and Macon)
Master of Science, School Counseling  (Atlanta)
Master of Science, Clinical Mental Health Counseling/  (Atlanta)
Master of Divinity, Pastoral Care and Counseling
Master of Science, Clinical Mental Health Counseling/  (Atlanta)
Master of Theological Studies
Master of Science, Organizational Leadership/  (Atlanta and Henry County)
Master of Divinity, Leadership for the Nonprofit Organization
Master of Science, Organizational Leadership/  (Atlanta and Henry County)
Master of Arts, Christian Ministry
Doctor of Philosophy, Counselor Education and Supervision  (Atlanta)
DEPARTMENT OF HUMAN SERVICES AND PSYCHOLOGY

Cameron A. Miller, Chair/Assistant Professor
Kyra L. Osmus, Professor Emerita
Priscilla R. Danheiser and Laurie L. Lankin, Professors
Marna L. Burns, Associate Professor
Nadia G. Barnett, Steve N. Hamilton, Gail W. Johnson, Merrin Oliver, and Dina M. Schwam, Assistant Professors

Mission Statement

The Department of Human Services and Psychology offers an undergraduate program in human services, and minors in human services and applied psychology in the Regional Academic Centers and online. An undergraduate program in psychology is offered on the Atlanta campus and online. A master’s degree in human services is offered in Henry County.

The Human Services and Psychology Department maintains a commitment to student learning:

• Through effective teaching, service, and research;
• By striving to facilitate critical thinking and a life-long interest in learning;
• By establishing an environment of intellectual and spiritual freedom that encourages compassion, understanding, and responsibility;
• By offering a set of graduate and undergraduate programs to meet the needs of students interested in the fields of human services and psychology;

Department Goals

• To create an environment that facilitates the development of critical-thinking skills by utilizing a number of teaching approaches that promotes active analysis and synthesis of various concepts and material.
• To develop a knowledge base and skill set that enable students to interact in a multicultural society by emphasizing the relationship between theory and practice.
• To cultivate a community of learning characterized by high ethical standards and an understanding of diversity.
• To provide and promote academic programs that will respond effectively to professional communities.
• To provide and encourage opportunities for faculty development in consultation, teaching, service and research.
• To integrate the principles and theories of human services and psychology in an applied setting.
Master of Science, Human Services

Nadia G. Barnett, Program Coordinator/Assistant Professor
Kyra L. Osmus, Professor Emerita
Priscilla R. Danheiser and Laurie L. Lankin, Professors
Marna L. Burns, Associate Professor
Steve N. Hamilton, Kristina M. Henderson, Gail W. Johnson, Cameron A. Miller, Merrin Oliver, and Dina M. Schwam, Assistant Professors

The Master of Science (M.S.) in Human Services is a practical and relevant degree program designed for aspiring or current human services professionals in government or non-profit settings. The curriculum covers such topics as program planning and evaluation, quantitative and qualitative research methods, ethics, grant making, marketing, resource development, and entrepreneurship. The program focuses on the challenges and opportunities inherent in human services organizations that are facing change. For example, maintaining quality human services delivery while managing costs, utilizing information technology to improve efficiency and effectiveness, responding to global competition, creating learning organizations, and other innovative responses necessary to survive and thrive in the 21st century. The Master of Science in Human Services curriculum challenges students to expand their creative thinking, refine their ethical problem solving, and further develop critical thinking skills.

Admission Requirements

All persons who wish to enter the program must file a formal application. Minimum academic admission requirements for the Master of Science in Human Services degree are as follows:

- Students must have earned an undergraduate degree from a regionally accredited college or university. Prerequisite coursework for program admission includes: an introductory course in psychology, an introductory course in sociology, and a lifespan development course.
- Students must have earned a minimum overall undergraduate quality point average of 3.0 on all attempted work.
- Students must present a minimum score of 800 on the GRE (excluding the analytical section) if taken prior to August 1, 2011. If taken after August 1, 2011, students must present a minimum score of 160 on the Verbal and Quantitative portions of the GRE or 397 on the Miller Analogies Test. (Students who are graduates of Mercer’s Human Services undergraduate program with a 3.5 or higher GPA are exempt from the MAT/GRE requirement.)
- Students must submit a non-refundable application fee of $35.
- Students must submit two formal transcripts of all undergraduate work attempted.
- Students must submit a letter of recommendation/support from a supervisor, manager, or faculty member familiar with the student’s performance.
- Students must complete a formal interview with departmental faculty. Interviews will be conducted only after potential candidates have applied for admission and are qualified, based on assessment of a completed applicant file.
• Applicants with less than the required 3.0 GPA may be admitted on a provisional basis, but would only be allowed to register for a total of six credit hours during the first semester of attendance (see Provisional Admission below).

Provisional Admission

If the applicant does not meet the minimum GPA or the minimum test score, the admissions committee may grant provisional admission for one semester. These admissions will be decided on a case-by-case basis and may be granted with evidence of a documented extenuating circumstance. No more than 10% of the students will be admitted annually on a provisional basis. Provisionally admitted students will be allowed to register for a maximum of two courses per semester (selected by the department faculty) during their provisional semester. A minimum cumulative GPA of 3.0 will be required to continue in the program.

Accelerated Special Consideration Program

Students wishing to combine their Human Services Bachelor of Science degree with their Human Services Master of Science degree may elect to apply with their faculty advisor for Accelerated Special Consideration Program (ASCP) Status. To qualify for the accelerated program, a student must have completed a minimum of 90 credit hours with at least 30 of those credit hours earned from Mercer. The student must have completed the following undergraduate human services courses: HSRV 202, HSRV 230, HSRV 256, HSRV 370, PSYC 227, and SOCI 200. The student must also have a cumulative grade point average of 3.25 or higher, have withdrawn from no more than two courses, have completed LBST 175 and LBST 180 or equivalent, and be in good standing with the University. Upon acceptance into the accelerated program, students will be permitted to complete the following two graduate courses only in lieu of the bachelor level course equivalents:

1. HSRV 604. Grantmaking for HSRV 380. Grant Proposal Development
2. HSRV 608. Qualitative and Quantitative Research Methods for HSRV 306. Applied Research Methods for Social Science

Students accepted into the accelerated program must maintain a cumulative GPA of 3.25, remain in good standing with the College, and pass all graduate level courses with a grade of C or better. Any additional graduate level courses have the Bachelor of Science degree as a prerequisite.

Application Deadlines

Students are accepted into the Master of Science, Human Services program prior to the beginning of fall and spring semesters. Application deadline for fall semester is July 15, and the deadline for spring semester is November 15.

Academic and Ethical Standards

Students in the program are required to maintain a cumulative GPA of at least 3.0 (“B”) in all classes taken toward the degree. If a grade below “C” is earned in a graduate class, no credit is awarded for that class. Students cannot have more than two C/C+s in classes counted toward the degree. Students may repeat a class with a grade below B only once to increase the grade earned in that course, and may not re-take more than two classes in their program of study with Mercer. Students may not re-take an equivalent course at another institution to replace a grade earned at Mercer.
If a student’s cumulative GPA falls below 3.0, the student will be placed on probation. A student who is on academic probation is limited to one course per semester until the average has been raised to 3.0. If the semester average falls below 2.0 in the Master of Science in Human Services program, the faculty and department chair will review the student’s case. Without extenuating circumstances, the student will be dismissed from the program.

**Course Load**

Full-time status in the program is nine credit hours per semester. Academic advisors must approve an overload up to 12 credit hours. Request for an overload beyond 12 credit hours per semester must be approved by the dean or associate/assistant dean. Students may attend on a part-time basis by taking less than nine credit hours. To qualify for financial aid, students must be fully admitted and must enroll in a minimum of six hours per semester.

**Attendance**

Students are expected to attend all face-to-face meetings and to participate each week in the hybrid and/or online meetings. If a student has an extenuating circumstance, the program faculty and department chair will review the student’s case and determine make-up work when appropriate.

**Transfer Credit**

A maximum of six (6) semester hours of graduate level credit may be transferred, where applicable to the Master of Science in Human Services degree. Transfer courses must have been completed within the last five years prior to enrolling at Mercer, with a grade of "B" or higher from a regionally accredited university.

**General Requirements for the Degree**

The Master of Science, Human Services program is a 36-credit hour program consisting of a 27 credit hour core curriculum and 9 credit hours in the Gerontology Services concentration or the Child and Youth Services concentration.

**Student Learning Outcomes**

1. Students will demonstrate broad conceptual mastery of the philosophical and theoretical underpinnings of the profession through a review of:
   a. the historical roots of human services;
   b. the creation of the human services profession;
   c. historical and current legislation affecting services delivery;
   d. how public and private attitudes influence legislation and the interpretation of policies related to human services;
   e. the differences between systems of governance and economics;
   f. a spectrum of political ideologies; and
   g. skills to analyze and interpret historical data for application in advocacy and social change.

2. Students will demonstrate broad conceptual mastery of the philosophical and theoretical underpinnings of the profession through study of:
   a. theories of human development;
b. small group use in human services settings, including an understanding of theories of group dynamics and group facilitation skills;

c. the changing family structure and roles;

d. organizational structures and communities;

e. the capacities, limitations, and resiliency of human systems; and

f. the context and the role of diversity (including, but not limited to ethnicity, culture, gender, sexual orientation, age, learning styles, ability, and socio-economic status) in determining and meeting human needs; and

g. the processes to effect social change through advocacy work at all levels of society, including community development, community and grassroots organizing, and local and global activism.

3. Students will demonstrate broad conceptual mastery of the philosophical and theoretical underpinnings of the profession through study of:

   a. the range and characteristics of human services delivery systems and organizations;

   b. the range of populations served and needs address by human services;

   c. the major models used to conceptualize and integrate prevention, maintenance, intervention, rehabilitation, and healthy functioning;

   d. economic and social class systems including systemic causes of poverty;

   e. political and ideological aspects of human services;

   f. international and global influences on services delivery; and

   g. skills to effect and influence social policy.

4. Students will demonstrate broad conceptual mastery of the philosophical and theoretical underpinnings of the profession through the development of:

   a. knowledge and skills to obtain information through observation and research;

   b. respect for client confidentiality and appropriate use of professionally relevant client data;

   c. knowledge and skills to assess the significance, relevance, timeliness, adequacy, accuracy, and validity of information provided by others;

   d. knowledge and skills to compile, synthesize, and categorize information and present it orally or in writing to clients, colleagues, or other members of related services systems and to utilize the information for community education and public relations;

   e. information literacy, including skills to effectively locate, evaluate, and utilize information through library databases, world wide web, and other electronic resources; and
f. a familiarity with methods, statistics, quantitative and qualitative research, and the application of technology; and g. completion of a research project or scholarly paper.

5. Students will demonstrate broad conceptual mastery of the philosophical and theoretical underpinnings of the profession through:
   a. program planning and design;
   b. program implementation;
   c. program evaluation; and
   d. development of knowledge, theory, and skills to perform a community-needs assessment.

6. Students will demonstrate broad conceptual mastery of the philosophical and theoretical underpinnings of the profession through demonstration of an understanding of:
   a. organization management;
   b. operational and strategic planning, including assessment practices; and
   c. developing budgets; and
   d. grantmaking.

7. Students will demonstrate broad conceptual mastery of the philosophical and theoretical underpinnings of the profession through an understanding of the ethical standards outlined by the National Organization for Human Services/Council for Standards in Human Service Education and respect for:
   a. client self-determination;
   b. confidentiality of information;
   c. the worth and uniqueness of the individual, including ethnicity, culture, gender, sexual orientation, age, learning styles, ability, and socio-economic status; and
   d. appropriate professional boundaries.

8. Students will demonstrate broad conceptual mastery of the philosophical and theoretical underpinnings of the profession through:
   a. conscious use of professional self;
   b. reflection on professional self (e.g. journaling, development of a portfolio, or project demonstrating competency);
   c. clarification of values;
   d. awareness of diversity; and
   e. strategies for self-care.

9. Students will complete an approved, individual study of a selected research problem in human services to include:
   a. a problem statement;
   b. literature review; and
c. critical analysis of core or specific topics in the field of human services.

Child and Adolescent Services Concentration

In the Child and Adolescent Services concentration, students prepare to work in leadership roles in the field of child and adolescent services, as it relates to human services agencies.

Student Learning Outcomes

- Students will demonstrate an advanced understanding of major theoretical perspectives of human development and will apply appropriate theories to assess current research and case studies.
- Students will articulate the concepts, principles, and processes related to service delivery for children and adolescents and be able to evaluate needs.
- Students will design and complete original research in the area of human services delivery.

Gerontology Services Concentration

In the Gerontology Services concentration, students prepare to work in leadership roles in the field of gerontology as it relates to human services agencies.

Student Learning Outcomes

- Students will apply the theories and models of aging to service delivery for older adults.
- Students will demonstrate an understanding of the concepts, principles, and processes related to service delivery for older adults.
- Students will design and complete original research in the area of Human Services delivery.

Degree Requirements (36 credit hours)

A. Core Requirements (27 credit hours)

- HSRV 601. Ethics for Human Services Professionals 3 hours
- HSRV 602. Families in Culture 3 hours
- HSRV 603. Human Services Systems, Policies, and Procedures 3 hours
- HSRV 604. Grantmaking 3 hours
- HSRV 605. Human Behavior and Leadership 3 hours
- HSRV 606. Marketing, Resource Development, and Social Entrepreneurship 3 hours
- HSRV 607. Program Planning and Evaluation 3 hours
- HSRV 608. Qualitative and Quantitative Research Methods 3 hours
- HSRV 798. Human Services Research Project 3 hours

B. Area of Concentration (9 credit hours)

Gerontology Services

- HSRV 611. Adult Development 3 hours
- HSRV 612. Nutrition and Health Services for Older Adults 3 hours
- HSRV 613. Leisure and Recreational Services for Older Adults 3 hours
**C. Area of Concentration (9 credit hours)**

**Child and Adolescent Services**

HSRV 621. Child and Adolescent Development
HSRV 622. Nutrition and Health Services for Children and Adolescents
HSRV 623. Leisure and Recreational Services for Children and Adolescents

**DEPARTMENT OF LEADERSHIP STUDIES**

Lynn W. Clemons, Chair/Associate Professor
Laurie Lankin and Richard H. Martin, Professors
Stephen E. Ruegger and V. Lynn Tankersley, Associate Professors
Gail W. Johnson and Kevin B. Williams, Assistant Professors
Jacqueline Stephen, Instructor

Leadership is the ability to inspire confidence and support among the people who are needed to achieve organizational goals. As such, the mission of the Department of Leadership Studies is to help students learn to think more effectively as leaders. To achieve this goal, students generate and evaluate empirical evidence while considering theoretical perspectives of the discipline. Students actively engage with a rigorous academic program that includes comprehensive coursework, leadership projects, internships, and student-faculty research. Ultimately, and in an ethical manner, our students will contribute to the knowledge base of leadership and apply leadership principles to everyday life.

The Department of Leadership Studies offers major programs in organizational leadership and criminal justice leadership, and a minor in public safety in the Regional Academic Centers. The undergraduate majors in organizational leadership and criminal justice leadership are offered on the Atlanta Campus. The undergraduate major in criminal justice leadership is also offered online. A Master of Science degree program in criminal justice and public safety leadership is offered online, and a Master of Science in Organizational Leadership is offered on the Atlanta and Macon campuses, and in Henry County.

**Student Learning Outcomes**

Upon completion of a major in the Department of Leadership Studies, students will be able to:

- Conceptualize and rework problems, and to generate solutions to those problems that open up new worlds of knowledge.
- Analyze and define issues.
- Develop and appreciation for multiple viewpoints.
- Generate well-crafted arguments.
- Find useful information, ideas, concepts, and theories, to synthesize them and build on them, and to apply them in the workplace as well as personal life.
- Analyze options and outcomes for decisions in terms of their values and effects and to make decisions that are rational, legal, and ethical.
- Read, write, and speak effectively; make presentations that are persuasive and engaging; and argue to powerful effect.
- Think deeply about their lives, their goals, and the importance of learning to learn in meeting leadership challenges by becoming lifelong learners.
Department Goals

- To encourage the capacity for critical thinking related to analytic and critical written expression and to effective verbal communication.
- To encourage professionalism and opportunities for undergraduate participation in leadership, which allows for their meaningful participation in professional events and activities of their discipline.
- To encourage the development of attitudes and predispositions among students that contributes to effective and responsible leadership and citizenship and to foster healthy maturation and self-growth more generally.
- To provide the opportunity for engagement with classic and contemporary knowledge, issues, research, questions, problems related to leadership effectiveness in specific professions.
- To develop ethical reasoning related to leadership.

Master of Science, Organizational Leadership

Lynn W. Clemons, **Program Coordinator/Associate Professor**
Gail W. Johnson and Kevin B. Williams, **Assistant Professors**

The Master of Science, Organizational Leadership is designed for aspiring or existing leaders in any profession. The curriculum covers such topics as conceptual and theoretical leadership models, leadership development, the challenges of leading change, strategic planning, organizational theory and behavior, as well as topics that impact healthcare, nonprofit organizations, and organizational development. This Master of Science in Organizational Leadership program emphasizes current and emerging leadership theories, best practices, skills, and strategies/tools used to enable organizational innovation, creativity, and change in increasingly complex work environments. Students will work collaboratively with a faculty advisor who will help them assess and develop their leadership skills, facilitate the transfer of their academic knowledge and research designs into workplace settings, and prepare them for leadership longevity.

The Master of Science in Organizational Leadership is designed for those persons interested in advanced leadership positions in the public or private sectors. The course work challenges students to think critically and to respond reflectively in an intensive learning environment. The curriculum combines a leadership studies core with work in one concentration that together create a graduate-level program that can be tailored to specific needs. The degree will provide students with the tools and best practices they will need in order to excel in today's complex organizations. Our program will prepare students to lead others effectively and identify innovative solutions to challenges in a variety of professional settings, including the nonprofit, public, healthcare, military, and technology sectors. Specific concentrations may be offered at certain locations based on demand. Students will be able to tailor their degree to their own professional situation by selecting one of these concentrations:

- Leadership and Organizational Development and Change
- Leadership for the Health Care Professional
- Leadership for the Nonprofit Organization
Admission Requirements

All persons who wish to enter the program must file a formal application. Minimum academic admission requirements for the Master of Science in Organizational Leadership are as follows:

- Students must have earned an undergraduate degree from a regionally accredited college or university.
- Students must have earned a minimum overall undergraduate quality point average of 2.75 on all work attempted and should submit two official transcripts of all college work attempted.
- Students must present a minimum score of 397 on the Miller Analogies Test or 800 on the GRE (excluding the analytical section). Test scores must be no more than five years old. For new GRE conversion: 151 Verbal and 143 Quantitative.
- Students must provide official scores on the Test of English as a Foreign Language (TOEFL) if English is not the applicant's native language.
- Students must submit a Philosophy of Leadership essay or Educational Autobiography including career goals [no more than two double-spaced, word processed pages].
- Students must submit a non-refundable $35 application fee.
- Students must have at least 8 years of organizational/work experience.
- Students must submit a letter of recommendation/support from a person in the student’s leadership structure.
- Students must complete a formal interview with the departmental faculty. Interviews will be conducted only after potential candidates have applied for admission and are judged qualified.

Provisional Admission

If the applicant does not meet either the minimum GPA or the minimum test score, the admissions committee may grant admission for one semester only on a provisional basis. These admissions will be decided on a case-by-case basis and may be granted in the case of documented extenuating circumstances. No more than 10% of students will be admitted annually on a provisional basis. Provisionally admitted students will be allowed to register for a maximum of two courses (selected by the department) during their provisional semester. A minimum cumulative grade of B will be required.

Application Deadlines

Students are accepted into the program prior to the beginning of fall and spring semesters. Admission deadline for fall semester is July 15 and for spring is November 15.

Academic Standards

Students in the Master of Science, Organizational Leadership degree program are required to maintain a cumulative GPA of at least 3.0 (B) in all classes taken toward the degree. If a grade below C is assigned in a graduate class, no credit is awarded for that class. Students cannot have more than two C/C+'s in classes counted toward the degree. Students may repeat only courses that they earned a grade below B. Students may repeat a class only once to increase the grade earned in that class, and students may not re-take more than two classes in their program of study with Mercer. Students may not re-take an equivalent class at another institution in order to replace a grade earned at Mercer.
If a student's cumulative GPA falls below 3.0, the student will be placed on probation. A student who is on academic probation is limited to one course per session until the average has been raised to 3.0. If the semester average falls below 2.0 in the Master of Science in Organizational Leadership program, the assistant/associate dean will review the student's case. Without extenuating circumstances, the student will be dismissed from the program. Students must attain an overall grade point average of 3.0 to qualify for graduation.

Limitation in Completion of Requirements

A student in the Master of Science, Organizational Leadership program must complete all requirements within a six year period. Time limits will be computed from and include the first semester of credit applied to the degree program. Students who do not enroll for three consecutive semesters are subject to all program policies, guidelines, and requirements in place at the time of re-enrollment.

Course Load

Full-time status in the program is nine credit hours per semester. Students may attend on a part-time basis by taking less than nine credit hours. Academic advisors must approve an overload up to 12 credit hours. Request for an overload beyond 12 credit hours must be approved by the assistant/associate dean. To qualify for financial aid, students must be fully admitted and must enroll in a minimum of six hours per semester.

Attendance

Students must attend all face-to-face meetings and participate each week during the hybrid meetings. Students with two absences, face-to-face or hybrid, final grade will be reduced by one letter grade. Students with three absences will receive a failing grade for the course. There are no excused absences.

Transfer Credit

A maximum of six (6) semester units of graduate level credit may be transferred, where applicable to the Master of Science in Organizational Leadership degree. Transfer courses must have been completed with a grade of “B” (3.0) or higher in the graduate division of a regionally accredited university within the last five years prior to enrolling at Mercer.

General Requirements for the Degree

The Master of Science, Organizational Leadership is a 31-credit hour program consisting of a 19 credit hour core curriculum and 12 credit hours in one of three areas of concentration: Leadership for the Healthcare Professional, Leadership and Organizational Development and Change, and Leadership for the Nonprofit Organization. Students must attain an overall grade point average of 3.0 to qualify for graduation.

Student Learning Outcomes

- Students will become skilled, innovative, principled, and ethical leaders who understand the foundations of organizational leadership and build on those to contribute to the effective functioning of society at all levels.
- Students will demonstrate an understanding that leadership is not solely a matter of formal authority or power but rather is a matter of influence, integrity, spirit, and respect regardless of one’s power or authority.
- Students will demonstrate proficiency in inquiry, creative problem solving, and examining values in decision-making. Students design and complete a professional research project that demonstrates their understanding of the importance of research and careful data analysis in solving problems, and addressing issues related to organizational leadership.
• Students will communicate effectively using various forms of expression, such as logical, statistical, and visual. While all students have proficiency in written and oral communication, they will demonstrate skill in professional presentations.

Degree Requirements (31 credit hours)

Core Requirements (19 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEAD 600</td>
<td>Theories of Organizational Leadership</td>
<td>3</td>
</tr>
<tr>
<td>LEAD 601</td>
<td>Ethical Challenges in Organizations</td>
<td>3</td>
</tr>
<tr>
<td>LEAD 602</td>
<td>Organizational Theory and Behavior</td>
<td>3</td>
</tr>
<tr>
<td>LEAD 603</td>
<td>Research Strategies for Leaders I</td>
<td>3</td>
</tr>
<tr>
<td>LEAD 700</td>
<td>Research Strategies for Leaders II</td>
<td>1</td>
</tr>
<tr>
<td>LEAD 705</td>
<td>Research Strategies for Leaders III</td>
<td>3</td>
</tr>
<tr>
<td>STAT 600</td>
<td>Applications of Statistical Design</td>
<td>3</td>
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</tbody>
</table>

Areas of Concentration (12 credit hours)

Student will select 4 courses from one of the following Areas of Concentration. Three of the courses selected must be the concentration prefix (HCAL, ORGD or NONP) including the introductory course for the concentration.

Leadership for the Healthcare Professional

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>*HCAL 600</td>
<td>Introduction to Healthcare Systems</td>
<td>3</td>
</tr>
<tr>
<td>HCAL 601</td>
<td>Healthcare Leadership</td>
<td>3</td>
</tr>
<tr>
<td>HCAL 700</td>
<td>Healthcare Policy and Law</td>
<td>3</td>
</tr>
<tr>
<td>HCAL 701</td>
<td>Health Systems Budgeting for the Nonfinancial Leader</td>
<td>3</td>
</tr>
<tr>
<td>LEAD 604</td>
<td>Leading in Global Organizations: Gender and Generations</td>
<td>3</td>
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<tr>
<td>PSLD 604</td>
<td>Organizational Communication, Conflict Resolution, and Negotiations</td>
<td>3</td>
</tr>
<tr>
<td>INFM 605</td>
<td>Informatics for Healthcare Systems</td>
<td>3</td>
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</tbody>
</table>

Leadership and Organizational Development and Change

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>*ORGD 600</td>
<td>Organizational Development and Change: A Leadership Perspective</td>
<td>3</td>
</tr>
<tr>
<td>ORGD 601</td>
<td>Organizational Consulting and Leadership Coaching</td>
<td>3</td>
</tr>
<tr>
<td>ORGD 700</td>
<td>Building Organizational Culture</td>
<td>3</td>
</tr>
<tr>
<td>ORGD 701</td>
<td>Leading the Strategic Planning Process</td>
<td>3</td>
</tr>
<tr>
<td>LEAD 604</td>
<td>Leading in Global Organizations: Gender and Generations</td>
<td>3</td>
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<td>Informatics for Healthcare Systems</td>
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Leadership for the Nonprofit Organization

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>*NONP 600</td>
<td>Introduction to the Nonprofit Sector</td>
<td>3</td>
</tr>
<tr>
<td>NONP 601</td>
<td>Nonprofit Governance and Volunteer</td>
<td>3</td>
</tr>
<tr>
<td>NONP 700</td>
<td>Budgeting for the Nonprofit Sector</td>
<td>3</td>
</tr>
<tr>
<td>NONP 701</td>
<td>Capstone Seminar in Leadership for the Nonprofit Organization</td>
<td>3</td>
</tr>
<tr>
<td>LEAD 604</td>
<td>Leading in Global Organizations: Gender and Generations</td>
<td>3</td>
</tr>
<tr>
<td>PSLD 604</td>
<td>Organizational Communication, Conflict Resolution, and Negotiations</td>
<td>3</td>
</tr>
<tr>
<td>INFM 605</td>
<td>Informatics for Healthcare Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

*The introductory course to the concentration
Leader-to-Leader Symposium

Each year, students in the Master of Science, Organizational Leadership program are expected to attend the annual Leader-to-Leader Symposium. Included in the symposium are Mercer faculty and leaders from various organizations in the community. Specialists from various disciplines related to leadership and its development will be invited to deliver short topical presentations and facilitate discussions among the participants. World Café processes may be used as the discussion methodology. Students and/or faculty members will monitor and collect results of the discussions. Selected student research reports will be presented along with poster displays from undergraduate and graduate students.

Leadership for the Healthcare Professional Concentration

The Leadership for the Healthcare Professional concentration provides healthcare professionals, including nurses, therapists, and technologists with an overall understanding of leadership issues in the context of contemporary healthcare. This concentration is designed for aspiring and committed professionals who are interested in careers in health services administration in such settings as hospitals, managed care organizations, medical group practices, ambulatory, long-term care, and home healthcare facilities, insurance and pharmaceutical companies, consulting firms, government, for profit, and nonprofit sector organizations. Emphasis is placed on leadership theories and practices, policy strategies, and ethical decision making as they relate to the healthcare field.

Student Learning Outcomes

- Students will demonstrate an in-depth understanding of healthcare in America and globally by critiquing the design, structure, organization, and delivery of healthcare services.
- Students will demonstrate an understanding of the budgeting process for the healthcare profession.
- Students will develop the leadership skills needed to work in teams, build cross-functional teams, and facilitate collaborative decision-making.

Leadership and Organizational Development and Change Concentration

The Leadership and Organizational Development and Change concentration prepares students to participate in complex decision-making environments that affect the organization. This concentration broadens the student’s capacity to lead organizational change in the face of resistance by understanding the essential skills used in developing the resources of the individual, group, and organization. Students practice problem-solving, strategic planning, critical thinking, and research methodology and policy formulation while focusing on key organizational leadership elements such as ethics, motivation, creativity, vision, and organizational development.

Student Learning Outcomes:

- Students will develop an understanding of the theories, models, and application of organizational development skills and their importance to the overall effectiveness of the organization.
- Students will become prepared for a leadership position within their respective organization.
- Students will increase their capacity to lead organizational change, and coach or consult other leaders within the organization on leadership issues.
• Students will demonstrate how societal, organization, and individual strategic planning levels can impact sustainability for the organization.

Leadership for the Nonprofit Organization Concentration

The Leadership for the Nonprofit Organization concentration is directed to promote excellence in the governance and leadership of nonprofit philanthropic organizations. The program’s focus is on creating better leaders, better organizations, and better communities. The concentration prepares graduates for a successful leadership career in a high-growth sector through the acquisition of key skills associated with promotion, strategic planning, fund development, board governance, and recruitment. Nonprofit organizations employ a sizable and increasing share of the nation’s workforce, with employment growth outpacing a number of major industries. Nonprofits might include community organizations, neighborhood associations, child welfare agencies, family support centers, healthcare organizations, municipal offices, and civic groups.

Student Learning Outcomes:

• Students will learn concepts, principles, and processes related to the United States federal and state laws under which nonprofit organizations operate and be able to consider their effect on the establishment and operation of nonprofit organizations.

• Students will learn about budgeting and fund development for the nonprofit sector.

• Students will demonstrate an understanding of the current and future role of human resources in nonprofit organizations and apply strategies for acquiring, managing, developing, and retaining volunteers and board members.

• Students will demonstrate broaden perspectives of nonprofits through examination of major themes and concepts incorporated throughout the program.

Master of Science, Criminal Justice and Public Safety Leadership (Online)

Stephen E. Ruegger, Program Coordinator/Associate Professor
Richard H. Martin, Professor
Lynn W. Clemons and V. Lynn Tankersley, Associate Professors

The Master of Science, Criminal Justice and Public Safety Leadership degree places strong internal emphasis on innovation, creativity, critical thinking and analyses, problem solving, and entrepreneurship for those seeking higher education and advancement to higher public safety leadership positions. Public safety agency leaders consistently indicate that they desire to hire college graduates who can handle “out-of-the-box” situations that are frequently beyond the scope of traditional approaches to graduate educations.

Potential students say that this type of education model is a “break-through” for them, because it combines much of their previous training and experience with formal education in a realistic manner. The degree program was designed to provide transformational change in the individual student, change that they can take back to their agencies and use to accomplish both personal and agency goals.

Upon completion of the degree program, students are able to:
• Demonstrate effective conflict resolution skills through various forms of organizational communication.

• Access the various ethical dilemmas faced in the criminal justice and public safety fields.

• Evaluate the current trends in leadership roles for criminal justice and public safety professionals.

• Demonstrate proficiency in inquiry, creative problem solving, and decision making with regards to research in the fields of criminal justice and public safety.

Curriculum

This program is designed for public safety practitioners who want to advance their careers to higher leadership levels in today’s public safety organizations and can be completed in as few as fourteen months. Specifically, the online Master of Science in Criminal Justice and Public Safety Leadership degree program reaches out to both non-service students and practitioners who are seeking new jobs, those wanting to increase their proficiency in their current jobs, or those wanting to be promoted to positions of higher responsibility within their current agencies. All classes are offered online. A typical 8-week session course entails student participation in preparation periods, which consists of a wide range of weekly readings, structured projects, related “chats” and virtual discussions, and other academic activities reflecting critical thinking through Mercer’s online course management system, Canvas.

Admission Requirements

Admission requirements for the Master of Science, Criminal Justice and Public Safety Leadership degree program are as follows:

• Students must file a formal application for admission to graduate studies with a nonrefundable $35.00 application fee.

• Students must have earned an undergraduate degree from a regionally accredited college or university.

• Students must have earned a minimum overall undergraduate quality point average of 2.75 on all work attempted.

• Students must present a minimum score of 800 on the GRE (excluding the analytical section) or 397 on the Miller Analogies Test. For new GRE conversion: 151 Verbal and 143 Quantitative.

*GRE / MAT not required for students with: a) 5 years of professional experience in the field of criminal justice / public safety and two letters of recommendation (1 from an executive level public service representative and 1 from an academic reference); or b) a 3.0 GPA in the last 30 hours of academic work.

• Students must submit a written autobiography including career goals.

• Students must submit two official transcripts of all college work attempted.

• Students must obtain a certificate of immunization.

• Students must provide two letters of recommendation from people who are qualified to assess your academic potential in graduate school.

• Students must provide official scores on the Test of English as a Foreign Language (TOEFL) if English is not the applicant’s native language.

• Students must attend an interview by the departmental admissions committee as the final step for admission.
Provisional Admission

If the applicant does not meet either the minimum GPA or the minimum test score, the admissions committee may grant admission for one semester only on a provisional basis. These admissions will be decided on a case-by-case basis and may be granted in the case of documented extenuating circumstances. No more than 10% of students will be admitted annually on a provisional basis. Provisionally admitted students will be allowed to register for a maximum of two courses (selected by the department) during their provisional semester. A minimum cumulative grade of B will be required.

Application Deadlines

Students are accepted into the program prior to the beginning of the fall, spring, or summer semesters. Admission deadline for fall is July 15; for spring is November 15; and for summer is April 15.

Academic Standards

Students in the Criminal Justice and Public Safety Leadership program are required to maintain a cumulative GPA of at least 3.0 (B) in all classes taken toward the degree. If a grade below C is assigned in a graduate class, no credit is awarded for that class. Students cannot have more than two C/C+’s in classes counted toward the degree. Students may repeat a class only once to increase the grade earned in that class, and no student may repeat more than two classes in his/her program of study with Mercer. A student may not re-take an equivalent class at another college in order to replace a grade earned at Mercer.

If a student’s cumulative GPA falls below 3.0, the student will be placed on probation until raising the average to 3.0. A student who is on academic probation is limited to one course per session until the average has been raised to 3.0. If the semester average falls below 2.0 in the Criminal Justice and Public Safety Leadership program, the assistant/associate dean will review the student’s case. Without extenuating circumstances, the student will be dismissed from the Criminal Justice and Public Safety Leadership Program. Students must attain an overall grade point average of 3.0 to qualify for graduation.

Limitation in Completion of Requirements

Students in the Master of Science, Criminal Justice and Public Safety Leadership program must complete all requirements within a six-year period. Time limits will be computed from and include the first semester of credit applied to the degree program. Students who do not enroll for three consecutive semesters are subject to all program policies, guidelines, and requirements in place at the time of re-enrollment.

Course Load

Full-time status in the program is nine credit hours per semester. Students may attend on a part-time basis by taking fewer than nine semester hours. To qualify for financial aid, graduate students must be fully admitted and must enroll in a minimum of six hours per semester. The assistant dean must approve requests for course overloads beyond nine hours.

Transient Status

A student who is currently admitted to full graduate standing in a degree program in another institution may be admitted by submitting the application forms, the application fee, and a letter of transient permission form his/her home institution in lieu of transcripts.
General Requirements for the Degree

The minimum credit requirement for the Master of Science Degree, Criminal Justice and Public Safety Leadership is 30 semester hours of graduate credit. No credit will be given for courses taken more than six years prior to the date on which the degree is to be conferred. There are certain conditions that must be met before other graduate credit can be transferred to Mercer's graduate program. The student must have attended an institution accredited by a regional accrediting body and the student must have been admitted to the institution's regular graduate program. Graduate work taken at other institutions must have been part of a planned program leading to a degree equivalent to the degree of Master of Science, Criminal Justice and Public Safety Leadership at Mercer University. The work must be appropriate for the student's program at Mercer University. The maximum amount of transferred credit is six semester hours. Only courses in which the student earned a B or better will be considered for transfer credit. Courses taken for another degree previously earned may not be applied to the Master of Science Degree, Criminal Justice and Public Safety Leadership. Students must attain an overall grade point average of 3.0 to qualify for graduation.

Core Requirements (21 credit hours)
CRJS 601 or PSLD 601.  Multidisciplinary View of Theories and Models of Leadership
CRJS 607 or PSLD 607.  Research Analysis
CJRS 604 or PSLD 604.  Organizational Communication, Conflict Resolution, and Negotiations
PSLD 605.  Leadership and Ethics in Public Safety
PSLD 606.  Seminar on Terrorism
CRJS 799 or PSLD 799.  Master Research Report
STAT 600.  Application of Statistic Design

Elective Courses (9 hours)
CRJS 625.  Special Topics in Public Safety
CRJS 630.  Forensic Psychology
CRJS 631.  History of Corrections and Jails
CRJS 632.  Deviant Behavior: Crime, Conflict, and interest Groups
PSLD 602.  Comparative Studies in Public Safety
PSLD 625.  Special Topics in Public Safety
PSLD 632.  Internship
PSLD 701.  Preparation, Execution, and Coordination of Disaster Response

DEGREE REQUIREMENT: (30 HOURS)

Core Required Courses:
The required core courses provide a strong background in leadership, organization administration, ethics, and research methods. A student is required to take 21 semester hours of core courses and 9 hours of electives.

Elective Courses:
The elective courses focus on a variety of topics designed to enhance the core courses. Students are required to complete 9 hours from the elective course offerings.

Optional Internship:
An internship is available for students interested in professional development and growth, and may be particularly helpful for students who have had little or no work experience in the field. The internship provides students with the opportunity to apply concepts and skills
learned in their curriculum. Internship credit requires completion of 180 hours at an approved internship site. The student may only take three semester hours of internship. The application must be received at least six weeks prior to the semester in which the internship semester begins. If students elect to take the internship, the internship cannot be done in the student’s place of employment. A comprehensive internship report is necessary upon completion of the internship.

**Criminal Justice/Public Safety Leadership Capstone:**
The capstone functions as an integrative experience and provides students with a research course designed to enhance their knowledge and application of public safety leadership and the research process. All Criminal Justice and Public Safety Leadership graduate students will be required to complete the capstone after the completion of the core course requirements. All students must complete the Master's Research Report, CRJS 799 or PSLD 799. The Master's Research Report requires students to complete a written critical analysis of scholarly literature on core or specific topics in the field of criminal justice or public safety leadership.

**COURSE DESCRIPTIONS**

**CRIMINAL JUSTICE (CRJS)**

**CRJS 601. Multidisciplinary View of Theories and Models of Leadership**
(Cross-listed with PSLD 601)
This course will address the nature and importance of leadership in public safety. Students will examine leadership styles and leadership roles. Power, politics, and leadership will be explored as well as leadership development, succession, and followership. (Every year)

**CRJS 602. Comparative Studies in Public Safety**
(Cross-listed with CRJS 602)
Comparative criminal justice involves the study and description of various nations’ law, criminal procedures and justice processes. This course attempts to build on students’ knowledge of public safety among selected countries by investigating and evaluating various countries’ culture and institutions. (Every year)

**CRJS 604. Organizational Communication, Conflict Resolution, and Negotiations**
(Cross-listed with PSLD 604)
The course will help students to develop an understanding of organizational communication with a focus on conflict resolution and negotiations. (Every year)

**CRJS 607. Research Analysis**
(Cross-listed with PSLD 607)
At the completion of the course students will have a knowledge and understanding of the theory and practice of research in public safety. At the conclusion of the course, the student will be able to conduct a research project in the field of public safety. (Every year)

**CRJS 625/725. Special Topics in Public Safety Leadership**
(Cross-listed with PSLD 625/725)
The purpose of this course is to enable students to pursue a subject in depth that is not usually taught as part of the core or electives. The student must seek approval from the program coordinator to register for this course. (Every year)

**CRJS 630. Forensic Psychology**
(3 hours)
Students will examine the impact of specific mental disorders on the public safety system. Investigative psychology will be examined in regards to profiling, the polygraph, and...
identifying characteristics of offenders. Developmental factors in the development of habitual criminal behavior will be emphasized. The psychology of violence, sexual assault, and victimology will be studied. (Every year)

**CRJS 631. History of Corrections and Jails** (3 hours)
This course will explore the history of the asylum in America. Specific emphasis will be placed on the Jacksonian Era and the construction and maintenance of institutions that confined deviant and dependent members of the community. The care and correction of the criminal, the insane, and the poor will be studied. (Every year)

**CRJS 632. Deviant Behavior: Crime, Conflict, and Interest Groups** (3 hours)
The purpose of this course is to develop an understanding of crime and criminal behavior including violent crime, organizational deviance, sexual behavior, mental health, and substance abuse. (Every year)

**CRJS 634. Nature of Crime and Justice in the 21st Century** (3 hours)
Current issues concerning law makers, police, courts, and corrections will be examined. The long range prospects for the external environment in which an organization operates, expected trends, forces for change, and uncertain and emergent developments will be studied in regards to public safety leadership. (Every year)

**CRJS 799. Master's Research Report** (3 hours)
(Cross-listed with PSLD 799)
The Master's research project requires students to complete a written critical analysis of scholarly literature on core or specific topics in the field of public safety leadership, as well as successfully completing a comprehensive exam at the end of the semester. (Every year)

**HEALTHCARE LEADERSHIP (HCAL)**

**HCAL 600. Introduction to Healthcare Systems** (3 hours)
Prerequisite: LEAD 602.
This course is an overview of the current healthcare system in the United States. Selected comparisons will be made to healthcare systems in other countries. Students examine different healthcare contexts (hospitals, nursing homes, ambulatory and home healthcare, behavioral health facilities) as they interact with governmental and insurance company policies. National trend data will be used to determine how the current healthcare system can better organize, deliver, and administer healthcare. (As needed)

**HCAL 601. Healthcare Leadership** (3 hours)
Prerequisite: LEAD 602.
Students perform a critical examination of the essential components of leadership necessary for a successful health services career. Students will focus on the key values and ethical considerations that guide a leader’s personal and professional decision making in a frequently changing and morally and ethically ambiguous health services environment. (Every year in at least one location)

**HCAL 700. Healthcare Policy and Law** (3 hours)
Prerequisite: LEAD 601.
Students explore the determinants, components, and processes of health policy and lawmaking in the United States. International comparisons will be featured to more fully examine political forces and their role in policy analysis, formulation, implementation, evaluation, and change. (Every year in at least one location)
HCAL 701. Health Systems Budgeting for the Nonfinancial Leader (3 hours)
Prerequisites: HCAL 700; LEAD 700.
Students apply fiscal theories, concepts, and models to healthcare systems and their influence on decision-making. In particular, students will examine the roles of strategic planning, contract administration, and negotiation in the integration of funding structures with managed care structures like health maintenance organizations (HMOs), preferred provider organizations (PPOs), and independent practice associations (IPAs). (Every year in at least one location)

HUMAN SERVICES (HSRV)

HSRV 601. Ethics for Human Services Professionals (3 hours)
Students will develop competence in ethical decision-making based on the Ethical Standards for Human Service Professionals (National Organization for Human Services Council for Standards in Human Services). Students will apply ethical guidelines for dealing professionally with clients who may be individuals, families, groups, or communities. (Every year)

HSRV 602. Families in Culture (3 hours)
Students will examine the role of the family from a multidisciplinary perspective, including a study of cultural differences and their impact on the psychosocial growth of individuals. Students will also analyze family structures in different historical periods to explore how family interaction patterns influenced individual development and adult social roles. As part of this analysis, students will focus on interaction among age groups in the family and how such interaction may differ from culture to culture. (Every year)

HSRV 603. Human Services Systems, Policies, and Procedures (3 hours)
Students will review the full spectrum of the human services system, including key issues in the formation of social policy. Students will analyze policy formation at the state, local, and agency levels in terms of social, political, economic, and cultural influences. In addition, students will develop an understanding of public sector leadership roles in human service system areas. (Every year)

HSRV 604. Grantmaking (3 hours)
Students will review the principles and techniques of the grant seeking and grantmaking processes. These include finding different types of foundations and grant awards, understanding research options, and developing the components of a proposal. Students will complete project timelines, a budget and budget narrative for their grant proposal, and will also develop effective evaluation methods. (Every year)

HSRV 605. Human Behavior and Leadership (3 hours)
Students will explore the three complementary perspectives of modern psychology (biological, psychological, and sociocultural), then apply those perspectives to human behavior in leadership situations. Using principles of learning, cognition, motivation, and social psychology students will learn how to analyze group interaction in terms of different leadership styles. (Every year)

HSRV 606. Marketing, Resource Development, and Social Entrepreneurship (3 hours)
Students will apply the social entrepreneurship model to program marketing and resource development, including issues of stakeholder engagement, funding, creating a brand, and utilizing social networking and social media. To effectively employ the social entrepreneurship model, students will first review the history of social entrepreneurship, along with comparisons of social entrepreneurship to business entrepreneurship and
social entrepreneurship to activism. As part of the course, students will complete a resource analysis and development plan. (Every year)

**HSRV 607. Program Planning and Evaluation** (3 hours)
Students will develop expertise in the major types of program evaluation: goals-based, process-based, and outcomes-based. They will apply the principles and techniques of program planning and evaluation (from a systems point of view) to create a detailed program evaluation. Students will focus on program inputs, processes, outputs, and outcomes (impact on clients) with a description of ongoing feedback among the parts of the system. (Every year)

**HSRV 608. Qualitative and Quantitative Research Methods** (3 hours)
Students will learn the nature and application of both qualitative and quantitative research designs. Students will learn the various concepts, research designs, and data collection procedures and analysis of these two methods of research. Students will also learn the process of conceptualization, how to formulate a problem statement, how to develop research questions, and how to design a research study. (Every year)

**HSRV 611. Adult Development** (3 hours)
Students will apply the major theoretical perspectives of human adult development to an analysis of the physical, psychological, social, intellectual, and emotional maturation of individuals from early adulthood through death. Students will also develop a multidisciplinary perspective on the experience of aging in the 21st century global society. (Every year)

**HSRV 612. Nutrition and Health Services for Older Adults** (3 hours)
Prerequisite: HSRV 611.
Students will apply nutrition principles to human services delivery in terms of providing a nutritious diet for older adults. Students will explore nutrition and aging, taste preference changes throughout the adult lifespan, eating pattern changes, and prevention strategies for overweight and obesity in older adults. As part of this course, students will develop a nutritional plan for an older adult population. (Every year)

**HSRV 613. Leisure and Recreational Services for Older Adults** (3 hours)
Prerequisite: HSRV 611.
Students will apply the concepts and methods of recreational services to the needs of older adults, including physical, psychological, social, intellectual, and emotional needs. Students will discriminate between play, recreation, and leisure in their analysis of programs, services, and resources. In addition, they will be able to design human service resources for individuals with varying abilities. As part of this course, students will develop a leisure and recreational plan for an older adult population. (Every year)

**HSRV 621. Child and Adolescent Development** (3 hours)
This course is a study of the growth and development of individuals from conception through adolescence emphasizing physical, psychological, social, intellectual, and emotional maturation. The course emphasizes a multidisciplinary perspective on the experience of child and adolescent development in the 21st century. (Every year)

**HSRV 622. Nutrition and Health Services for Children and Adolescents** (3 hours)
This course reviews the nutrition principles required to provide a nutritious diet for infants, young children, and adolescents. The course explores infant to preschool nutrition, including how taste preferences and eating patterns are established and how parents and caregivers can encourage children to make healthy food choices. Prevention strategies for overweight and obesity in children and adolescents will also be discussed. (Every year)
HSRV 623. Leisure and Recreational Services for Children and Adolescents (3 hours)
This course is a study of the concepts, methods, and settings involving inclusive recreational services as applied to children and adolescents. Physical, psychological, social, intellectual, and emotional maturation will be considered. The course emphasizes a multidisciplinary perspective on the leisure and recreational needs of children and adolescents in the 21st century. (Every year)

HSRV 798. Human Services Research Project (3 hours)
Prerequisites: Successful completion of HSRV 608 and approval of program coordinator. Students will complete an approved, individual study of a selected research problem in human services. Students may not register for the Human Services Research Project unless all other required courses have been completed successfully. Students will develop a project consisting of a problem statement, literature review, and critical analysis on core or specific topics in the field of human services. Students may register each semester for the Human Services Research Project until the project is successfully completed. (Every Fall and Spring semester)

LEADERSHIP (LEAD)

LEAD 600. Theories of Organizational Leadership (3 hours)
This course provides the foundation for the Master of Science in Organizational Leadership, and starts with the premise that everyone is capable of leadership. Students will demonstrate a comprehensive analysis of major leadership theories and research approaches. An integral part of the learning involves students assessing their own leadership philosophy and then analyzing the relationship between their philosophy and selected theories of leadership. It establishes this premise by exposing students to a series of alternative perspectives of leadership, including some contemporary collaborative models. (Every Fall and Spring semester)

LEAD 601. Ethical Challenges in Organizations (3 hours)
Prerequisite: LEAD 600.
Students examine the challenges of being an ethical, vision-oriented leader (at any level of organization) who must navigate in turbulent, changing environments that often pose choices between “right and right.” Learners explore concepts related to level-five leadership and servant leadership, and they begin the process of self-assessment and reflection-in-action. (As needed)

LEAD 602. Organizational Theory and Behavior (3 hours)
Prerequisite: LEAD 600.
Students explore traditional and contemporary theories of organizations. It links organizational theory and behavior to leadership and requires an analysis of the major issues (e.g., change, gender, ethics, and effectiveness) that confront modern complex organizations in today’s changing workplace. (Every year in at least one location)

LEAD 603. Research Strategies for Leaders I (3 hours)
Prerequisites: LEAD 602; three hours from the selected concentration.
This course provides an in-depth review of critical research principles to prepare students to complete a research project. Specifically, students learn to think critically, to analyze data, employ statistical models, and to examine research methodology, instruments and measures. Students are taught research proposal writing and are required to turn in a project proposal that includes a draft of the Introduction (Section I) and the Methodology (Section III), a description of the survey instrument and IRB forms if applicable. (As needed) NOTE: Grade of satisfactory (S) or unsatisfactory (U).
LEAD 604. Leading in Global Organizations: Gender and Generations (3 hours)
Prerequisite: LEAD 600.
The course examines how gender and generational differences manifest themselves in the workplace, and how leaders can effectively work within and manage those differences. (As needed)

LEAD 700. Research Strategies for Leaders II (1 hour)
Prerequisite: LEAD 603.
This course is the second segment of the three Research Strategies for Leaders components and will consist of individual meetings with the faculty project advisor. Students will demonstrate a thorough understanding of the purpose of their research design and research methods. (As needed) NOTE: Grade of satisfactory (S) or unsatisfactory (U).

LEAD 701. Special Topics in Organizational Leadership (3 hours)
Prerequisite: LEAD 600.
Students examine an interdisciplinary study of a significant topic in the area of organizational leadership which is not available through the program offerings. (As needed)

LEAD 705. Research Strategies for Leaders III (3 hours)
Prerequisites: LEAD 700; STAT 600; six-nine hours from the concentration.
This course focuses on researching and writing critical reviews of literature and on formatting research findings in a research report. Students are required to turn in final drafts of the Literature Review (Section II), Results (Section IV), and Implications: Recommendations for further Research (Section V) to complete their research project. Students are required to prepare a digital presentation of their project and may expect to present a report of their findings at the annual Leader-to-Leader Symposium. (Every year in at least one location) NOTE: Grade of satisfactory (S) or unsatisfactory (U).

NONPROFIT LEADERSHIP (NONP)

NONP 600. Introduction to the Nonprofit Sector (3 hours)
Prerequisite: LEAD 602.
Students explore the history, foundations, and types of nonprofit organizations and the diverse political, social, and economic contexts within which they exist. Students examine and apply marketing, public relations, and communication concepts and strategies to case studies and contemporary situations using ethical, legal, and global lenses. (Every year in at least one location)

NONP 601. Nonprofit Governance and Volunteer Administration (3 hours)
Prerequisite: NONP 600.
Students examine the volunteer administration process (recruitment, orientation, training, supervision, and evaluation) with an emphasis on creating and maintaining an effective board of directors for the nonprofit organization. (Every year in at least one location)

NONP 700. Budgeting for the Nonprofit Sector (3 hours)
Prerequisite: NONP 601.
Students examine budgeting concepts, policies, and practices as they apply to nonprofit organizations in their fiscal climate. Students examine major fiscal policy debates and interpret and construct budgets and funding statements/requests. (Every year in at least one location)
NONP 701. Capstone Seminars in Leadership in the Nonprofit Organization (3 hours)
Prerequisites: LEAD 601, 700.
This course provides students with an opportunity to integrate learning from their coursework in a capstone project: an applied project grounded in a real world experience in the nonprofit community. The capstone may focus on governance, policy, marketing/promotion, or leadership in either the public or private nonprofit sectors or adopt a cross-sector perspective. (Every year in at least one location)

ORGANIZATIONAL DEVELOPMENT AND CHANGE (ORGD)

ORGD 600. Organizational Development and Change: A Leadership Perspective (3 hours)
Prerequisite: LEAD 602.
Students focus on strategies for effecting successful change in the face of resistance and conflict. Particular attention will be paid to conflict resolution strategies at both the personal and organizational level and the use of strategic planning to effect organizational development/change. (Every year in at least one location)

ORGD 601. Organizational Consulting and Leadership Coaching (3 hours)
Prerequisite: LEAD 602.
Students explore the theories and practices of organizational consulting and leadership coaching in the contemporary organizational environment. Particular attention will be paid to the skills of effective coaching/consulting: using active listening, empowerment, and feedback to create interactive dialogue and deeper understanding. (Every year in at least one location)

ORGD 700. Building Organizational Culture (3 hours)
Prerequisites: LEAD 603; ORGD 600.
Students examine the cultures and subcultures of the various functions that constitute the organization focusing on the communication strategies that make possible collaboration across subcultural boundaries. They examine the role that leaders play as partners in shaping, and being shaped by, the organizational cultures they seek to influence. (Every year in at least one location)

ORGD 701. Leading the Strategic Planning Process (3 hours)
Prerequisites: LEAD 700; ORGD 700.
Students examine principles and applications of strategic planning and organization design. It covers methods for assessing key features of organizational environments and competitive situations: identifying, developing, selecting and implementing strategy. (Every year in at least one location)

PUBLIC SAFETY LEADERSHIP (PSLD)

PSLD 601. Multidisciplinary View of Theories and Models of Leadership (3 hours)
(Cross-listed with CRJS 601)
This course will address the nature and importance of leadership in public safety. Students will examine leadership styles and leadership roles. Power, politics, and leadership will be explored as well as leadership development, succession, and followership. (Every year)

PSLD 602. Comparative Studies in Public Safety (3 hours)
(Cross-listed with CRJS 602)
Comparative criminal justice involves the study and description of various nations' law, criminal procedures and justice processes. This course attempts to build on students’
knowledge of public safety among selected countries by investigating and evaluating various countries’ culture and institutions. (Every year)

**PSLD 604. Organizational Communication, Conflict Resolution, and Negotiations (3 hours)**

*(Cross-listed with CRJS 604)*

The course will help students to develop an understanding of organizational communication with a focus on conflict resolution and negotiations. (Every year)

**PSLD 605. Leadership and Ethics in Public Safety Leadership (3 hours)**

Students will examine the theoretical basis for ethics and to develop an understanding of methods used to resolve ethical dilemmas. A history of unethical decision-making will be explored. (Every year)

**PSLD 606. Seminar on Terrorism (3 hours)**

The purpose of this course is to examine how the war on terrorism has affected first responders such as police and fire departments, how it has transformed local and state government planning, and how it has defined a new relationship between state and local government. (Every year)

**PSLD 607. Research Analysis (3 hours)**

*(Cross-listed with CRJS 607)*

At the completion of the course students will have a knowledge and understanding of the theory and practice of research in public safety. At the conclusion of the course, the student will be able to conduct a research project in the field of public safety. (Every year)

**PSLD 625/725. Special Topics in Public Safety Leadership (3 hours)**

*(Cross-listed with CRJS 625/725)*

This course is designed to enable students to pursue a subject in depth that is not usually taught as part of the core or electives. The student must seek approval from the program coordinator to register for this course. (Every year)

**PSLD 632. Internship (3 hours)**

Students will take three credit hours over the course of a semester of practicum, internship, field placement, or equivalent in the student's specialty field of study. The Public Safety Leadership faculty will work in partnership with individual students to develop internship site placements. An internship report is required. Internship Fee. (As needed)

**PSLD 701. Preparation, Execution, and Coordination of Disaster Response (3 hours)**

Disaster planning will be explored in depth. Particular emphasis will be on preparing for man-made and natural disasters as well as accidental disasters such as plane crashes and plant explosions. Learning from scientific disaster studies will be a major focus in this course. (Every year)

**PSLD 799. Master’s Research Report (3 hours)**

*(Cross-listed with CRJS 799)*

The Master’s research project requires students to complete a written critical analysis of scholarly literature on core or specific topics in the field of public safety leadership, as well as successfully completing a comprehensive exam at the end of the semester. (Every year)
STATISTICAL DESIGN (STAT)

STAT 600. Applications of Statistical Design (3 hours)

Prerequisite: LEAD 600.

Students examine statistical and critical thinking, including the uses and abuses of statistics, descriptive statistics, probability, sampling distributions, interval estimation, hypothesis testing, and regression. Students learn concepts of probability and statistical inference, focusing on an intuitive approach to understanding concepts and methodologies. Students develop familiarity with methods of research and analysis useful to organizational leaders. Survey and research design, statistical methods such as descriptive and inferential statistics, including linear regression, will be covered. The course involves hands-on computer work using statistical applications. (Every Fall and Spring semester in at least one location as needed)
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