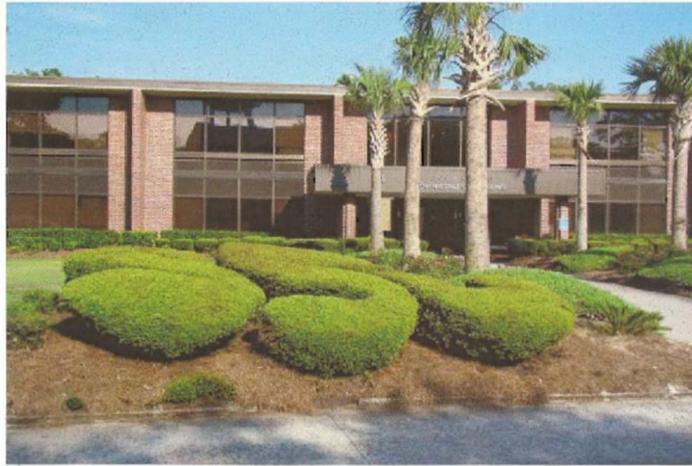


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# Savannah State University

A Senior, Residential Unit of  
the University System of Georgia



## Graduate Catalog

2010-2012

Savannah, Georgia 31404  
Civil Rights Compliance

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# The University System of Georgia

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The University System of Georgia includes all state-operated institutions of higher education in Georgia - 4 research universities, 2 regional universities, 13 state universities, 8 state colleges, and 8 two-year colleges. These 35 public institutions are located throughout the state.

A 16-member constitutional Board of Regents governs the University System, which has been in operation since 1932. Appointment of board members - five from the state-at-large and one from each of the state's eleven congressional districts - are made by the governor, subject to confirmation by the State Senate. Regular terms of board members are seven years.

The chairman, the vice chairman, and other officers of the Board are elected by the members of the Board. The chancellor, who is not a member of the Board, is the chief executive officer of the Board and the chief administrative officer of the University System.

The overall programs and services of the University System are offered through three major components: instruction, public service/continuing education, and research.

Instruction consists of programs of study leading toward degrees, ranging from the associate (two-year) level to the doctoral level, and certificates.

Requirements for admission of students to instructional programs at each institution are determined, pursuant to policies to the Board of Regents, by the institution. The Board establishes minimum academic standards and leaves to each institution the prerogative to establish higher standards. Applications for admission should be addressed in all cases to the institutions.

A core curriculum, consisting of freshman and sophomore years of study for students whose educational goal is a degree beyond the associate level, is in effect at the universities, four-year colleges, and two-year colleges. This curriculum requires 60 semester credit hours, including 42 in general education - humanities/fine arts, mathematics and natural sciences, and social sciences - and 18 in the student's chosen major area of study. It facilitates the transfer of freshman and sophomore degree credits within the University System.

Public service/continuing education consists of non-degree activities, primarily, and special types of college-degree-credit courses. The non-degree activities are of several types, including short courses, seminars, conferences, lectures, and consultative and advisory services. Typical college degree-credit public service/continuing education courses are those offered through extension center programs and teacher education consortiums.

Research encompasses investigations conducted primarily for discovery and application of knowledge. These investigations include clearly defined projects in some cases, non-programmatic activities in other cases. They are conducted both on and off campus.

The research investigations cover a large number and a variety of matters related to the educational objectives of the institutions and to general societal needs.

Most of the research is conducted through the universities; however, some of it is conducted through several of the four-year and two-year colleges.

The policies of the Board of Regents are for the governance, management, and control of the University System. The administrative actions of the chancellor provide autonomy of high degree for each institution. The executive head of each institution is the president, whose election is recommended by the chancellor and approved by the Board.

The University System Advisory Council, with 34 committees, engenders continual system wide dialogue on major academic and administrative matters of all types. It also makes recommendations to the chancellor for transmittal to the Board of Regents as appropriate, regarding academic and administrative aspects of operation of the system.

The advisory council consists of the chancellor, the vice chancellor, and all presidents as voting members, and it includes other officials and staff members of the institutions as nonvoting members. The advisory council's 21 academic committees and 13 administrative committees are made up of representatives from the institutions. The committees dealing with matters of university-system-wide application include, typically, at least one member from each institution.

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## University System of Georgia Board of Regents

### Board of Regents

	<b>District/Term Expires</b>
Kenneth R. Bernard, Jr.	Thirteenth District, 2014
James A. Bishop	First District, 2011
Frederick E. Cooper	Fifth District, 2017
William H. Cleveland	State at Large, 2009
Larry R. Ellis	State at Large, 2016
Robert F. Hatcher	State at Large, 2013
C. Thomas Hopkins, Jr.	Third District, 2017
Felton Jenkins	State at Large, 2013
W. Mansfield Jennings, Jr.	Eighth District, 2013
James R. Jolly	Ninth District, 2015
Donald M. Leebern, Jr.	State at Large, 2012
William NeSmith, Jr.	Tenth District, 2015
Doreen Stiles Poitevint	Second District, 2011
Willis J. Potts (Chair)	Eleventh District, 2013
Wanda Yancey Rodwell	Fourth District, 2012
Kessel Stelling, Jr.	Sixth District, 2015
Benjamin J. Tarbutton, III	Twelfth District, 2013
Richard L. Tucker	Seventh District, 2012
Larry Walker	State at Large, 2012

### University System Officers and Staff

Chancellor	Mr. Erroll B. Davis, Jr.
Chief Audit Officer & Associate	Mr. John Fuchko, III
Vice Chancellor (Interim)	
Chief Academic Officer, &	Dr. Susan Herbst
Executive Vice Chancellor	
Chief of Staff for the Office of	Dr. Melinda Spencer
Academic Affairs	
Assistant Vice Chancellor for	Dr. Felita Williams
Academic Planning	
Assistant Vice Chancellor for	Dr. Marci M. Middleton
Academic Programs	
Associate Vice Chancellor for Data	Mr. Bob Cernock
Administration/Chief Data Officer	
Vice Chancellor, Educator	Dr. Lynne Weisenbach
Preparation and Innovation	
Associate Vice Chancellor for	Dr. Linda Noble
Faculty Affairs	
Executive Director	Mr. Ben Robinson
Vice Chancellor and Chief	Dr. Curtis A. Carver, Jr.
Information Officer	

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## President's Message



Welcome to Savannah State University!

For 120 years, Savannah State University has been an important part of higher education. As the oldest public institution in Savannah, Savannah State University has transformed the lives of generations of students who had the dream, desire and motivation to achieve a higher education and a more rewarding future for themselves and their loved ones.

The 173-acre campus is by far the most picturesque in the state of Georgia. The moss-laden sweeping oak trees, expansive marsh and historic architecture create a resplendent yet tranquil atmosphere. Beneath the beauty and splendor is a vibrant residential campus bursting at the seams with the vim and vigor of quality collegiate life: relevant academic majors, engaging lectures, cutting-edge research, quality student-faculty engagement and a nurturing environment. I invite you to become a part of the SSU family. Please continue your exploration of Savannah State University-both on the Web and in person-and share our excitement.

Again, welcome to Savannah State University.

Earl G. Yarbrough, Sr., Ph.D.  
President

### Vision

Our great institution was founded upon the principle of “adding value” to the lives of former slaves. Today, it is imperative that we remember the sacrifices made and the ideals our forefathers believed in and practiced over the years. The leaders and faculty of Georgia State Industrial College for Colored Youth (now Savannah State University) believed that education and self worth were keys to a productive and successful life. While they lacked material wealth and were given very few tools to work with, they believed that love and caring were important and necessary in the educational process and that such attributes would lead one to a rewarding and professional career and potentially a position of leadership in our society. Our institution has a longstanding history of creating enormous value that has made a difference to its people.

As president, it is my vision to continue this “value-added” approach to education as we use the principles of the past to guide our future. With the modern tools of today and our outstanding faculty, staff, administration, alumni and friends, we will not only provide academic and professional education, but we will seek to enhance our students’ self worth, social involvement and leadership skills through targeted programs. Today, we are a strong institution that meets students where they are in life. We are prepared to do our best to instill in every student a high set of values and a sense of abiding respect for themselves and for our society in general.

As our American society has evolved, we no longer separate our educational institutions by race. Today, there is an even greater need for institutions of higher education, especially those with a history of “adding value” and providing a nurturing environment for their students, to recruit and educate all students, regardless of race. At Savannah State University, we seek to educate all students who demonstrate the motivation, eagerness, potential and vision to seek after and secure a better life for themselves and their families.

It is my vision for Savannah State University to be the best “value-added” institution in the country

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## Purpose and Goals of the University

### Mission Statement:

Savannah State University, the oldest public historically black university in the State of Georgia, develops productive members of a global society through high quality instruction, scholarship, research, service, and community involvement. The University fosters engaged learning and personal growth in a student-centered environment that celebrates the African American legacy while nurturing a diverse student body. Savannah State University offers graduate and undergraduate studies including nationally accredited programs in the liberal arts, the sciences and the professions.

## Overview of Savannah State University

Savannah State University was founded when enabling legislation was passed by the Georgia General Assembly on November 26, 1890, creating a normal school for the training of Black citizens. The fledgling institution, known as the Georgia State Industrial College (GSIC) for Colored Youths, began its first session in June 1891, in the Baxter Street School Building in Athens, Georgia, with Richard R. Wright, Sr., as principal, and was considered a part of the University of Georgia. Religious and educational leaders such as Professor John McIntosh, Reverend E. K. Love, James Simms, Alexander Harris, and others met in March 1891, in the basement of the First African Baptist Church and developed a proposal that convinced Judge Peter W. Meldrim, chair, and the other white members of the Georgia State Industrial College Board of Commissioners to locate the new Black institution in Savannah.

The College was established as a result of the Second Morrill Land Grant Act of August 30, 1890, which had specific wording mandating the development of Black land grant colleges in the southern and border states. The early educational paradigm of the College was based on the Talented Tenth philosophy of W. E. B. DuBois, the vocationalism of Booker T. Washington, and the model of the New England College espoused by Richard R. Wright, Sr., as a result of his education under the American Missionary Association at Atlanta University. The early curriculum had normal, agricultural, and college programs. The College opened in Savannah on October 7, 1891, with Richard R. Wright, Sr., as principal, five students from Ware High School in Augusta, and a foreman for the farm. Richard R. Wright, Jr., received the first baccalaureate degree from the College in June 1898. During Wright's presidency, Presidents William McKinley (December 1898) and William Howard Taft (May 1, 1912) visited the campus. During Cyrus G. Wiley's (GSIC Class of 1899) tenure (1921-26), women were admitted as boarders, and the College was established as a federal agricultural extension center.

## Presidents

Richard R. Wright  
1891-1921

Cyrus G. Wiley  
1921-1926

Benjamin F. Hubert  
1926-1947

James A. Colston  
1947-1949

William K. Payne, Ph.D.  
1949-1950, Acting  
1950-1963

Howard Jordan, Ph.D.  
1963-1971

Prince A. Jackson, Jr., Ph.D.  
1971-1978

Clyde W. Hall, Ph.D., Acting  
1978-1980

Wendell G. Rayburn, Ph.D.  
1980-1988

Wiley S. Bolden, Ph.D., Acting  
1988-1989

William E. Gardner, Jr., Ph.D.

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1989-1991

Annette K. Brock, Ph.D., Acting  
1991-1993

John T. Wolfe, Ph.D.  
1993-1997

Carlton E. Brown, Ph.D.  
1997-2006

Julius S. Scott, Ph.D., Interim  
January-July 2007

Earl G. Yarbrough, Sr., Ph.D.  
2007-

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## Message from the Interim Dean of Graduate Studies

Savannah State University holds a unique leadership position through our unwavering commitments to academic excellence, the student experience, and community partnerships.

We appreciate your interest in graduate studies at Savannah State University and the experience you bring to our classrooms. Students working on post-baccalaureate degrees provide a sense of focus and intensity to any campus, thus we welcome your desire to study here. The enthusiasm of undergraduate students mixed with the motivation of graduate students creates an improved learning environment for all involved. We welcome you warmly to Savannah State University.

I predict you will be pleased with the direction and dynamics of our Master of Business Administration, Master of Public Administration, Master of Urban Studies, Master of Marine Sciences and Master of Social Work programs. The high academic standards which are hallmarks in our undergraduate degrees will be enhanced even more in the classrooms of our graduate degrees. You will find these Masters programs to be innovative, practical and stimulating.

Our world needs leaders, educators, and scientist who cannot only make a living but also make a life. The values of Savannah State University and the faculty who engage you in the classroom will prepare you to make much needed change in our culture.

We welcome you to graduate studies at Savannah State University and remember "You Can Get Anywhere from Here".

Sincerely,

Emily M. Crawford, DBA, Ph.D.  
Interim Dean of Graduate Studies/Director of Survey Research Center

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## Location

Savannah State University is located approximately five miles east of the downtown of beautiful, historic Savannah, the original European settlement in Southeast Georgia, founded by James Oglethorpe in 1733. Savannah today is an extraordinarily attractive and busy port city with nearly 200,000 inhabitants. Close by are the historic and contemporary sea islands of Georgia and South Carolina, such as St. Simons, Jekyll, Hilton Head, and Daufuskie Islands. It is rooted in the Low Country—and the famed Gullah-Geechee culture, a blend of early African and American ways of life, language, cuisine, and music. Tybee Island lies to the east and is noted for its easy-going life style and sport fishing. The general environment is replete with abundant historic and contemporary tourist and outdoor attractions, including wildlife refuges, museums, heritage preserves, and numerous other attractions. Historically, the region was noted for its rich rice and cotton production as well as its lively pirate trade. Many believe Savannah, with its exemplary urban renewal and historic preservation record, is the ultimate Southern hostess city.

The campus itself lies on a stunningly beautiful site adjacent to the inland waterway near the estuary of the Savannah River and proximate to the Atlantic coast. Several of the University's major buildings overlook the open marsh and peaceful tidewater flood plain while others center on the two beautifully landscaped quads of native foliage. A temperate climate encourages year-round outdoor activities with mean high temperatures ranging from the low 50s for December/January to the 80s for July/August.

Savannah State University is accessed from north/south Interstate 95 and east/west Interstate 16. A beautiful, modern and convenient Savannah International Airport makes the region accessible from anywhere in the world. Nearby cities include Atlanta and Macon, Georgia; Jacksonville and St. Augustine, Florida; Charleston and Columbia, South Carolina, and Charlotte, North Carolina.

## Buildings

The campus, comprising 165 acres, presents a unique setting of natural beauty. Among its buildings are two that were constructed during the administration of the University's first president, Major Richard R. Wright: Hill Hall (1901) and Hammond Hall (1915), both of which are located on the Alexis Circle.

Administrative functions, including the offices of the President, Academic Affairs, Business and Finance, Enrollment Management, Human Resources, the Registrar, and Student Accounts are housed in the Colston Administration Building, located just inside the Falligant Avenue gate.

The administrative offices for Dean of the College of Business and Administration (COBA) are located in Howard Jordan Hall, across from Tiger Arena. The dean of the College of Liberal Arts and Social Sciences has offices in John F. Kennedy Fine Arts Building (1967). And, the dean of the College of Sciences and Technology has offices in Hubert Technical Sciences Building (1960).

The Asa Gordon Library (1976) is a circular-shaped building located on the southern portion of the campus, near the Howard Jordan Hall and Helen Adele Whiting Hall.

The Martin Luther King, Jr.- Varnetta Frazier Student Center on the Felix J. Alexis Circle, houses the Dining Hall and Snack Bar, and all student affairs units, including the offices of the Vice President for Student Affairs, Career Services, Auxiliary Services, Disability Services, Student Counseling, Residential Life, Student Housing, and Student Activities. The facility also houses the President's private dining room, the bookstore, the campus post office, a ballroom with a capacity of 538, the Norman Elmore Theater, with a seating capacity of 320, and game room facilities. The building also provides office space for Continuing Education and International Educational Programs.

Classroom buildings include:

**Drew-Griffith Center for the Natural Sciences** provides offices, laboratories, and classroom space for the natural sciences, including biology, environmental studies, physics, and chemistry.

**Howard Jordan Hall**, across from Tiger Arena, houses faculty offices and classrooms for the College of Business. The Mary Torian Auditorium is located in this facility.

**Hubert Technical Sciences Center**, near Adams Hall, provides office space, computer labs, science labs, and classroom space for many of the classes in the sciences and engineering technology.

**Kennedy Fine Arts Building**, across from the Medgar Evers Physical Plant, provides office space and classroom space for the programs in music, band, theater, and fine arts.

**The Marine Science Building**, on the marsh near the Alexis Circle, provides offices and classrooms and wet labs for the marine sciences undergraduate and graduate courses.

**W. K. Payne Hall**, a two-story building that provides office space, computer labs, language laboratory, and classroom space for most of the classes in African Studies, English, history, humanities, modern languages, religion and philosophical studies, psychology, and sociology. Payne Hall is located on Thompson Road, near the Alexis Circle.

**Social Sciences Building**, a two-story building that provides office space, computer labs, and classroom space for public administration, criminal justice, political science and social work.

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## Administrative Officers/Cabinet Members

### **President**

*Earl G. Yarbrough, Sr.*

B.A., Wichita State University

M.A., California State University

Ph.D., Iowa State University

### **Vice President for Academic Affairs**

*Mary C. Wyatt*

B.S., Virginia State University

M.S., Washington State University

Ph.D., Florida State University

### **Vice President for Business and Financial Affairs**

*Edward Jolley*

B.S., Morgan State University

M.B.A., Regis University

### **Vice President for University Advancement**

*Joandra C. Haliburton*

B.A., University of Maryland at College Park

C.F.R.M., Indiana University

### **Vice President for Student Affairs**

*Irvin R. Clark*

B.S., Florida A&M University

M.P.A., Savannah State University

Ed.D., Fielding Graduate University

### **Director of Legal and Government Affairs**

*Joseph J. Steffen Jr.*

B.A., Wake Forest University

J.D., Marshall-Wythe School of Law College of William & Mary

### **Assistant Vice President for Academic Affairs**

*Larry D. Stokes*

B.S. and M.S.C.J., University of Tennessee at Chattanooga

Ph.D., Howard University

### **CIO- Computer Services & Information Technology**

*Jeff Delaney*

B.S., University of Maryland

M.S., Georgia College & State University

### **Director of Human Resources**

*Sandra McCord Best*

B.S., Savannah State College

M.P.A., Savannah State University

Ed.D., Fielding Graduate University

### **Director of Institutional Research, Planning and Assessment**

*Michael Crow*

B.A., M.A., Ph.D., University of California

Ph.D., University of Michigan

### **Director of Internal Audit & Advisory Services**

*Elaine Shavers Campbell*

B.A., Clark Atlanta University

M.B.A., Savannah State University

M.A.C., Georgia Southern University

### **Director of Title III**

*Dedra Andrews*

B.B.A., Savannah State University

M.A., Webster University

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## Colleges

### College of Business Administration

**Dean**

*Mostafa H. Sarhan*

B.S., University of Cairo

M.B.A., Texas A&M University

Ph.D., The University of Arkansas

**Associate Dean**

*Reginald Leseane*

B.B.A., Savannah State University

M.B.A., Ed.D., Georgia Southern University

### College of Liberal Arts and Social Sciences

**Dean**

*Jane Gates*

B.A., Political Science, Arkansas State University

MPA, Public Administration, University of Arkansas-Fayetteville

Ph.D., Political Science, Southern Illinois University

**Liberal Arts Department Chair**

*April Gentry*

B.A., MacMurray College

M.A., Ohio University

Ph.D., Southern Illinois University

**Social Work Department Chair**

*Roenia Deloach*

BSW., Jackson State University

MSW., Ohio State University

Ph.D., Ohio State University

**Political Science, Public Administration and Urban Studies Department Chair (Interim)**

*Ronald Bailey*

Ph.D., Stanford University

**Social and Behavioral Sciences Department Chair (Interim)**

*Cornelius St. Mark*

B.A., M.Ed., South Carolina State University

Ph.D., Howard University

### College of Sciences and Technology

**Dean**

*Derek Dunn*

B.S., M.S., North Carolina A & T State University

Ph.D., Virginia Polytechnic Institute and State University

**Engineering Technology & Mathematics Department Chair**

*Jonathan Lambright*

B.S., M.S., North Carolina A & T State University

Ph.D., Georgia Institute of Technology

**Natural Sciences Department Chair**

*Elissa Purnell*

B.S., Savannah State University

M.S., West Georgia College

Ph.D., Medical University of South Carolina

**Naval Science (NROTC) Department Chair**

*Captain Kent Flowers*

B.A., University of Virginia

**Military Science (AROTC) Department Chair**

*Captain Shaun Head*

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## Graduate Studies

### Interim Dean of Graduate Studies/Director of Survey Research Center

*Emily Crawford*

B.S., Savannah State University

M.B.A., Atlanta University

D.B.A., International Graduate School

Ph.D., University of Cincinnati

### Graduate Degree Program Specialist

*Margaret Antoinette Garcia*

B.B.A., Savannah State University

M.B.A., University of Phoenix

### Research Coordinator for Survey Research Center

*Wakeelah Williams*

B.A., Savannah State University

## Accreditations

Savannah State University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate, baccalaureate and masters degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30099-4097 or call 404-679-4501 for questions about the accreditation of Savannah State University.

Specific degree programs and their accreditations follow.

- The Master of Business Administration degree program is accredited by The Association to Advance Collegiate Schools of Business (AACSB International).
- The Master of Public Administration degree program is accredited by the National Association of Schools of Public Affairs and Administration.
- The Master of Social Work degree program is accredited by the Council on Social Work Education Commission on Accreditation.

## Student Affairs

Central to the Division of Student Affairs is enhancing the holistic educational experience of students by providing educationally purposeful services and programs that bridge classroom learning with out-of-class experiences. As such, the primary focus of the Division of Student Affairs is to provide opportunities (e.g., activities, programs, resources, and well-maintained facilities) and to create environments that support the achievement of the university's educational goals. The quality of student life, however, depends on the extent to which students take advantage of what the university offers for their personal learning and social enrichment. Students can be assisted in this important task through the units that comprise the Division of Student Affairs.

## Student Health Services

### Harris-McDew Student Health Center

#### *Mission*

To become the principle advocate for a healthy campus by promoting the health of students through the provision of services; which are committed to integrating primary prevention and education with clinical care, and through referral, mental health support and nutritional counseling.

All full-time undergraduate and graduate students pay a student health fee that covers the unlimited use of student health center services without additional cost for services provided by the staff. Services provided include:

- Medical and nursing examination and care;
- Alcohol and Drug Awareness Resource Center;
- Limited pharmacy services;
- Information, consultation and referrals;
- Wellness and wholesome mental and physical health habits programs;
- Day beds for temporary observation and care; and
- The center, which is staffed by nurses, is open Monday through Friday.
- Part time physician (Monday through Friday)

A resident student suffering from an injury or sudden illness during hours when the health center is closed should contact the resident hall staff, resident assistant, or the Department of Public Safety. An ambulance or paramedic unit may be dispatched to campus for an immediate evaluation or transportation to the hospital as needed at the Student's expense. Students are responsible for the cost of all services provided by any other community health care provider. All students are encouraged to secure coverage by an adequate health insurance plan and should follow its directions for emergency or crisis care. Information on a current student health insurance plan is maintained in the Student Health Center. Participation in the student health insurance plan is voluntary and the student is responsible for the cost.

**Contact:** The Harris-McDew Student Health Center is conveniently located on the SSU campus on Jasmine Avenue adjacent to Payne Hall, and can be contacted at (912) 356-2217.

### *USG Student Health Insurance Program Requirements*

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All University System of Georgia institutions are required to participate in the Student Health Insurance program. Students in the categories listed below are required to have insurance that meets minimum standards set forth in Plan I (Mandatory Plan). Students who are not covered under another policy (employer, a parent or spouse) must purchase the negotiated policy. The following students are required to have health insurance that meets the minimums in Plan I (Mandatory Plan).

- All graduate students receiving a Full Tuition Waiver as part of their graduate assistantship award.
- All undergraduate, graduate and ESL international students holding F or J visas.
- All undergraduate and graduate students enrolled in programs that require proof of health insurance.
- All graduate students receiving fellowships that fully fund their tuition.

Students who do not fall in the mandatory group (Plan I) have the option of purchasing other coverage provided through the USG Insurance Program (Plan II). For more information visit: [http://www.usg.edu/student\\_affairs/faq/health/](http://www.usg.edu/student_affairs/faq/health/). Additional insurance information is available at the Health Center.

### **Intramural Sports and Wellness Programs**

The Intramural Sports and Wellness Program (ISWP) is designed to foster both competitive and leisure sports and fitness activities for both men and women. The purpose of the Savannah State University Intramural Sports & Wellness Program is to promote student learning and development by encouraging outcomes such as intellectual growth; ability; to communicate effectively, realistic self-appraisal, enhanced self-esteem, clarification of values, leadership development, physical fitness, meaningful interpersonal relations, ability to work independently and collaboratively, social responsibility, satisfying and productive lifestyles, appreciation of aesthetic and cultural diversity, and achievement of personal goals.

#### *Mission:*

To enhance students' fitness and wellness, knowledge, personal skills, and enjoyment by providing opportunities for a variety of activities that may contribute to individual fitness and wellness; opportunities for cooperative and competitive play activity in the game form; and a medium through which students can learn and practice leadership, management, program planning and interpersonal skills.

Activities usually include, but are not limited to, basketball, volleyball, softball, and flag football. Participants are required to complete a Student Waiver Form with the ISWP Office. Sporting equipment and other resources will be made available.

**Contact:** Intramural Sports and Wellness programs are located in the Wiley Wilcox Gym, and can be contacted at (912) 351-3506/3450.

### **Career Services**

Career Services are designed to assist students and other designated clients through all phases of their career development.

- Career Counseling

#### *Mission*

To assist students, alumni and retirees of Savannah State University in developing and implementing career plans, through career guidance, promoting institutional awareness, early intervention activities, exposure to resources and involvement in opportunities for learning and development of career goals.

The Office of Career Services offers services and resources which include, but are not limited to career focus checklist for freshmen through seniors, job fairs, computer career guidance, employment bulletins, internship guidance, interviewing and job searching programs, on campus recruiting and outreach programs, referral services, resume development.

**Contact:** Career Services is located in the King-Frazier Building, Room 233, and can be contacted at (912) 353-3049/ 356-2202.

## **Department of Student Life**

The mission of the Department of Student Life at Savannah State University is to foster an inclusive culture of student leadership development, campus and community involvement, and programming in order to develop a socially just community of lifelong learners through the provision of services and facilities. The department advocates the needs of students to campus leaders, foster student pride and assist in the university efforts to retain students. Student Life services are provided through the Office of Residential Service and Programs, Office of Student Programs and Organizations, Student Government Association and Office of Student Ethics.

### **Residential Services and Programs**

The Office of Residential Services and Programs provides comfortable, affordable, and secure residential communities located throughout campus. In particular, the university has traditional residence hall facilities and an apartment-style facility, which is for upper-class-level students. Residence life programs promote academic success, student development, and leadership. For a greater understanding of residence life at the university, students are encouraged to read the *Residence Hall Student Handbook*, which is available in the Office of Residential Services and Programs.

#### *Residential Facilities*

There are residence facilities at Savannah State University that offer a variety of living and learning options for students. Assignment to living areas is based on sex and classification.

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Residence on campus complements classroom instruction. There are certain regulations in place to ensure that the living/learning processes of students are maintained. Such regulations can be found in this catalog and publications distributed by the Office of Student Affairs and the Office of Residential Services and Programs.

Freshmen from outside the Chatham County area are expected to reside in the residence halls of Savannah State University. Students are required to apply for housing at the beginning of the academic year, summer school, and any semester that is preceded by a break in continued residence. Room assignments are made for the academic year. Students in double occupancy, who have not contracted for single occupancy and who do not have a roommate, or change rooms. Students who had assigned roommates and the roommate did not occupy their assigned space or withdrew from campus housing within a month of the end of registration for a term must also adhere to the room consolidation requirements. Any room changes must be approved in writing by the Office of Residential Services and Programs and be completed within five days after notification to consolidate. Individual students remaining in a double occupancy room will be automatically charged and legally obligated to pay a prorated single room rate. These students may contract for a double occupancy room as a single for the remainder of the current semester only.

Students are expected to clear housing at the end of spring and summer semesters, if they do not plan to return, or if they graduate. Before vacating their assigned rooms, all students must complete a clearance form and must obtain the signature of the Resident Hall Director or the Resident Assistant (RA).

Students who live in residential facilities are required to purchase a 20-meal-per week meal plan. Students who have a diet prescribed by a physician may be exempted only if the University cafeteria is unable to prepare the diet meals. Hot plates and other cooking devices are prohibited in the residence halls. Prohibited items found in rooms will be confiscated; students who violate cooking policies will be charged a fine.

### *Non-Refundable Application Fee Policy*

#### *Purpose*

The non-refundable application fee policy is to provide the condition upon which students who wish to participate in residential on-campus housing must adhere to.

#### *Eligibility*

Any student desiring to reside in University housing is required to submit an annual non-refundable application fee in the amount of \$50.00. This fee is due prior to or at the time the residential housing application is submitted.

#### *Stipulations, Conditions, and Limitations*

Students residing in University housing must agree to the following:

- The non-refundable application fee must be paid annually before a student can be assigned to campus housing for the academic year (term).

**Contact:** The Office of Residential Services & Programs is conveniently located on the King-Frazier Student Center, Room 238 and can be contacted at (912) 358-3132.

### **Department of Student Life & The Office of Student Programs and Organizations**

The Office of Student Programs and Organizations, which is part of the Department of Student Life, is responsible for enhancing student life through co-curricular activities, which are an integral part of the physical, social, emotional, spiritual, and intellectual growth of students. Student activities at Savannah State University consist of:

- Clubs and Organizations
- Game Room and Recreational Activities
- Movies
- Campus-wide and Informal Activities
- Departmental Activities

Student organizations provide opportunities for students, faculty, and staff to interact with one another during cultural, recreational, spiritual and social activities either in formal or informal settings.

**Contact:** The Office of Student Programs and Organizations is conveniently located on the SSU campus in the King-Frazier Student Center Rooms 128 and 246, and can be contacted at (912) 358-3117 and (912) 358-3127.

### *Student Government Association*

The Student Government Association (SGA), which is the official representative of the student body, works closely with the university administration on matters related to student life. The SGA is comprised of students pursuing the betterment of the institution so that all members of the University community are beneficiaries of the opportunities and advantages available in an environment conducive to growth.

**Contact:** The Student Government Association is conveniently located on the SSU campus in the King-Frazier Student Center Room 206, and can be contacted at (912) 358-3144.

Other organizations that are recognized at the university include:

- Honor Societies
- Professional and Departmental Organizations

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- Fraternities and Sororities
  - Service Clubs and Organizations
  - Student Leadership Development

### *Organizations*

Achievers of Today and Tomorrow, Inc.  
 Alpha Kappa Alpha Sorority, Inc.  
 Alpha Phi Alpha Fraternity, Inc.  
 American Chemical Society  
 American Society of Civil Engineers  
 Beta Beta Honor Society  
 Beta Kappa Chi Scientific Society  
 Bowen-Smith Hall Council  
 Cheerleading Squad  
 Choral Music Society  
 Campus Ministry  
 Criminal Justice Club  
 Delta Sigma Theta Sorority, Inc.  
 Environmental Science Club  
 Freshman Class  
 Graduate Student Advisory Council  
 History Club  
 International Students Association  
 Iota Phi Theta Fraternity, Inc.  
 Iota Phi Lambda Business Sorority  
 Junior Class  
 Kappa Alpha Psi Fraternity, Inc.  
 Marine Science Club  
 Master of Social Work (MSW) Student Organization  
 Mass Communication Club  
 Mathematicians In Training  
 Minority Student Association  
 NAACP  
 National Association of Black Accountants  
 National Council of Negro Women  
 National Pan-Hellenic Council  
 Nontraditional Student Association  
 NROTC  
 Omega Psi Phi Fraternity, Inc.  
 Student Orientation Leaders  
 Phi Alpha Delta Law Fraternity, Inc.  
 Phi Beta Lambda  
 Phi Beta Sigma Fraternity, Inc.  
 Players by the Sea  
 Queens Coalition  
 Residence Hall Council  
 Science Student Alliance  
 Senior Class  
 Sigma Gamma Rho Sorority, Inc.  
 Social Workers Association  
 Social Workers of Tomorrow  
 Sociology Club  
 Sophomore Class  
 SSU Marching Tiger Band  
 SSU Quiz Bowl Team  
 Student Government Association  
 Tiger's Roar Newspaper  
 Wesleyan Gospel Choir  
 Zeta Phi Beta Sorority, Inc.

### **Office of Counseling and Disability Services**

The Office of Counseling and Disability Services provides free, confidential counseling to all students at SSU. We know that college life is a transitional

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period marked by change, pressure and stress. Therefore, our goal is to help students understand this period, find ways of coping and grow from their experiences.

### *Personal Counseling Services*

#### *Mission*

To provide developmental, remedial, preventive and consultative/training services which will assist students to grow and experience personal and academic success within the educational framework.

Areas of counseling include but are not limited to: relationship issues, self-esteem, stress management, eating disorders, problem gambling, pregnancies, anger management, depression and suicide, home-sickness, self injurious behaviors and substance abuse.

### *Disability Services*

#### *Mission*

To improve the educational development of students with disabilities and the vocational access of employees with disabilities by providing appropriate accommodations; and to enhance understanding and support within the campus community.

Accommodations are academic services or adaptations that allow a student with a disability to have full access to academic information and access to demonstrate they mastered the information or allow an employee to have access to meet the essential functions of their position. Accommodations do not guarantee success, but they provide equal access. Accommodations do not compromise academic standards or the mastery of essential course elements. Students with disabilities who receive accommodations must still meet all admission and academic standards, including attendance requirements.

Accommodations typically offered, based on the individual student's documented needs may include, but are not limited to: registration assistance, consultation with faculty, volunteer note taker services, permission to tape lectures, priority seating, moving inaccessible classrooms, extended test time, low distraction test room, books on read aloud CD's, adaptive software and enlargement of print materials.

All students who have been approved for accommodations receive an Accommodation Letter each semester to show to their professors. The Accommodation Letter outlines the student's approved accommodations. It is the student's responsibility to pick up this letter each semester, discuss their needs and accommodations with their professors and have their professors sign the Acknowledgement Form. The student is responsible for returning the signed Acknowledgement Form to the Coordinator of Disability Services each semester. Students should not assume that professors will provide accommodations without an Accommodation Letter.

Services are available to those students who choose to self-identify to the Coordinator of Disability Services and provide appropriate up to date documentation of their disability that meets standards set by the Board of Regents. Our office can refer students to resources to obtain documentation, if needed. Students with a learning disability, attention deficit disorder, an acquired brain injury, psychological disorders, chronic medical illnesses, mobility impairments, pervasive developmental disorders, vision impairment and hearing impairment may be eligible. Written copies of documentation requirements are available in our office. SSU does not offer separate classes for students with disabilities. Through the assistance of the Office of Disability Services and other support services on campus, SSU strives to provide a quality educational experience for all qualified students with disabilities. All disability accommodations are provided at no charge.

The Office of Counseling and Disability Services is located in King Frazier, Suite 233. Phone number is 912-358-3129. Fax is 912-651-3838.

### **Office of Student Ethics**

The Office of Student Ethics, which is part of the Department of Student Life, mission is to promote the development character, conscience, citizenship, civility, individual and social responsibilities of students and student organizations at Savannah State University. The office provides programs that promote the obligations of citizenship in the University community. Students and student organizations are also provided with the tools necessary for success in pluralistic society by providing feedback about behaviors that both enhance and harm the academic community, as well as assistance and opportunities in modifying such behaviors.

### *Student Conduct*

Students enrolled at Savannah State University are expected at all times to exemplify civility, respect and integrity. The University reserves the right to exclude at any time students whose conduct is deemed improper or prejudicial to the welfare of the University community.

### **Disruptive Behavior**

The following statement is the policy of the Board of Regents regarding disruptive behavior at any institution of the University System. The rights, responsibilities, and prohibitions described in this statement are incorporated as a part of these regulations.

"The Board of Regents of the University System of Georgia reaffirms its policies to fully support freedom of expression by each member of the academic community and to preserve and protect the rights and freedoms of its faculty and student members to engage in debate, discussion, and peaceful and non-disruptive protest and dissent. The following statement relates specifically to the problem described herein. It does not change or in any way infringe upon the Board's existing policies and practices in support of freedom of expression and action. Rather it is considered necessary to combat the ultimate effect of irresponsible, disruptive, and obstructive actions by students and faculty who tend to destroy academic freedom and the institutional structures through which it operates. In recent years a new and serious problem has appeared on many college campuses in the nation. Some students, faculty members, and others

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have on occasion engaged in demonstrations, sit-ins, and other activities that have clearly and deliberately interfered with the regular orderly operation of the institution concerned. Typically, these actions have been the physical occupation of a building or campus area for a protracted period of time or the use of verbal or written obscenities involving indecent or disorderly conduct.

These actions have gone beyond all heretofore recognized bounds of meetings for discussions, persuasion, or even protest in that (1) acquiescence to demands of the demonstrations is the condition for dispersal, and (2) the reasonable and written directions of institutional officials to disperse have been clearly ignored. Such activities thus have become clearly recognizable as an action of force, operating outside all established channels on the campus, including that of intellectual debate and persuasion, which are at the heart of education.

The Board of Regents is deeply concerned about this problem. Under the Constitution of the State of Georgia, under all applicable court rulings, and in keeping with the tradition of higher education in the United States, the Board is ultimately responsible for the orderly operation of the several institutions of the University System and the preservation of academic freedom in these institutions. The Board cannot and will not divest itself of this responsibility.

Of equal or even greater importance, such action of force as previously described destroys the very essence of higher learning. The essence is found in the unhampered freedom to study, investigate, write, speak, and debate on any aspect or issue of life. This freedom, which reaches its full flowering on college and university campuses, is an essential part of American democracy, comparable to the jury system or the electoral process.

For these reasons and in order to respond directly and specifically to this new problem, the Board of Regents stipulates that any student, faculty member, administrator, or employee, acting individually or in concert with others, who clearly obstructs or disrupts, or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary or public service activity, or any other activity authorized to be discharged or held on any campus of the University System of Georgia, is considered by the Board to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment.

The Board reaffirms its belief that all segments of the academic community are under a strong obligation and have a mutual responsibility to protect the campus community from disorderly, disruptive, or obstructive actions, which interfere with academic pursuits or teaching, learning, and other campus activities."

### Violations of the Student Conduct Code

Students may receive disciplinary action, including suspension and dismissal for a number of acts of misconduct committed on or away from University property. (For additional details, see the Savannah State University *Code of Student Ethics*) as listed in the Student Handbook Examples of these actions are listed below.

- Academic misconduct
- Dress code
- Damage to public and private property
- Disorderly conduct
- Misuse of student identification cards
- Hazing
- Gambling
- Possessing explosives
- Disregard of fire safety regulations
- Hazing and/or harassment
- Violation of outside law
- Possession of drugs and alcoholic beverages
- Disorderly assembly
- Falsification of records
- Theft
- Unauthorized use of computer resources
- Unauthorized entry or use of University facilities
- Violation of residence hall visitation rules and regulations
- Possession of weapons
- Joint responsibility for violations

### Disciplinary Procedures

A charge of misconduct originates with the accuser filing a written charge with the Office of the Vice President for Student Affairs. Any person may refer a student suspected of violating the student conduct code.

Upon receipt of the charge, the Vice President's designee conducts an informal investigation to determine whether to drop the case or send a letter of notification to the accused student.

If a formal charge is made to the accused, either by certified letter or in person, the Vice President's designee will instruct the accused to contact the Office of Student Affairs to arrange an administrative interview to discuss the complaint. Copies of all pertinent documents known at that time will be attached to the letter. The Vice President's designee will request a meeting with other necessary relevant parties on an individual basis. However, the Vice President's designee or the accused may ask to have more than one relevant party present at the interview. The purposes of the administrative interview are two-fold: first, to determine whether probable cause exists to believe the accused may have committed the charged offenses; and second, to determine whether to have the case heard by the Vice President's designee or the University's Student Ethics Board.

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The Vice President for Student Affairs will notify all persons of the time and place when they are to appear before the Board. The Vice President will also notify students about the specific charges against them.

## Rights of the Accused During Hearings

Accused students have specific rights, including

The right to a non-legal advisor of their choice. (An attorney may be present only when it appears that the hearing also relates to a potential, or actual, criminal charge against the accused);

The right to question the accuser(s);

The right to present evidence;

The right to call witnesses;

The right to remain silent and have no inference of guilt drawn from such silence;

The right of cross-examination;

The right to appeal an adverse decision to the President; and

The right to attend classes and required University functions until a hearing is held and a decision is rendered against the accused by the Vice President or Discipline Committee. (The accused may remain at the Institution pending an appeal to the President, if his or her presence is judged not to be a clear and present danger to the normal operation of the University. If the President upholds the suspension or expulsion, the student must depart, notwithstanding the student's subsequent application for review to the Board of Regents.)

## Student Ethics Board

Unless the accused elects to have the case decided by the Vice President for Student Affairs' designee, the Student Ethics Board (comprised of faculty, staff, students and the Chief Justice) will adjudicate the case. If the accused chooses a hearing by the Student Ethics Board, the Vice President shall select a member of the staff to present the case on behalf of the person bringing charges, including cases where the Office of Student Affairs files the charges.

## Basis for Review (Appeals to the President)

All appeals to the President or his/her designee must be made in writing within five business days of the original decision. The original decision is final on the day it is rendered by the Vice President for Student Affairs and the Hearing Body (Hearing Officer, Student Ethics Board or Administrative Hearing Officer). The filing of an appeal to the President or his/her designee will not postpone punishments imposed there under, by the Vice President for Student Affairs or the Hearing Body.

The accused may appeal to the President or his/her designee from a decision of the Vice President for Student Affairs or the Discipline Committee on the grounds listed below. Additional grounds may be asserted by the appellant, as appropriate.

The proceeding failed to follow procedures; including observing the rights of the accused, but only if such failure actually resulted in preventing the accused from adequately defending against the charge.

The findings are not supported by substantial evidence, or the recommendations are not supported by the findings.

One or more members of the adjudicating body demonstrated bias. "Bias" requires more than merely knowing the accused or knowing something about the case. Disqualification occurs only where it can be established that the Vice President or Student Ethics Board member was incapable of rendering a fair decision.

In light of the nature of the offense and the student's disciplinary record, the sanctions imposed by the adjudicating body were excessive.

## Article IX Appeal to Board of Regents

A student dissatisfied with the President's decision has the right to appeal to the Board of Regents. The appeal to the Board shall be submitted in writing to the executive secretary of the Board through the Chancellor, within twenty calendar days after the President's decision and shall cite all the reasons for dissatisfaction with the previous decision.

## Drugs

Possession or use (without valid medical or dental prescription), manufacture, transportation, storage, furnishing, or sale of any narcotic or dangerous drug controlled by federal or Georgia law is prohibited. Students convicted of violation Section II (Drugs and Alcohol) of the student conduct code may lose academic credit and/or federal financial aid and/or be suspended from the University.

## Weapons

Persons found in possession of weapons will be subject to disciplinary action by the University and/or local courts. Violators will be subject to arrest and prosecution by University and/or local, state, and federal courts. It is against University rules and regulations for students to possess, use, or store weapons such as guns, blackjacks, bow and arrows, taser guns, BB guns, air guns, ammunition, hunting slingshots, martial arts weapons, chemical weapons, medieval weapons, darts, knives or mace. Carrying a weapon onto or within 1,000 feet of property owned, controlled, or leased by the University is strictly prohibited.

**Contact:** The Office of Student Ethics is conveniently located on the SSU campus in the King-Frazier Student Center, and can be contacted at (912) 358 - 3122.

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# Academic Policies and Procedures

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## *Mission*

The mission of Academic Affairs at Savannah State University is to create and support an environment that advances our institutional purpose of excellence in teaching, scholarship, and service. Academic Affairs enables students to develop skills and knowledge for growth and success by offering high quality academic programs. We seek to accomplish our mission in a student-centered environment grounded in a liberal education. We respect diverse abilities, backgrounds and contributions by all members of the university community. Academic Affairs prepare students to meet global opportunities and challenges through teaching and learning. We value service learning as an integral part of developing a well rounded student. We will achieve our mission by:

- providing students with a high quality education, including knowledge, skills and values necessary to be competitive in a complex global world;
- recognizing the varying degrees of academic preparedness of our students;
- fostering an environment in which differences among people are respected and mutual understanding is promoted;
- embracing technology as a tool in the workplace and classroom;
- fostering a holistic environment of nurturing and caring for our students and faculty;
- promoting engagement with our local, state, national and global communities; and
- promoting ethical behavior among members of the university community.

## **Right to Change Policies**

Policies and procedures stated in this Catalog require continuing evaluation, review, and approval by appropriate University officials. All statements reflect policies or procedures in existence at the time this Catalog went to press, and the University reserves the right to change policies at any time and without prior notice.

## **Equal Opportunity/Affirmative Action**

Savannah State University (SSU) is committed to the policy of providing equal opportunity for all persons and will not discriminate in admissions, programs, or any other educational function or service on the basis of sex, disability, age, race, national origin, color, or religion. In carrying out this commitment, the University follows the principle of affirmative action and operates within the federal laws and executive orders prohibiting discrimination. Inquiries concerning the application of any of the federal laws or regulations may be referred to Savannah State University Office of Human Relations.

## **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998**

The Department of Public Safety is primarily responsible for the safety of members and guests of the university community by providing law enforcement services throughout the campus 24 hours per day, seven

days per week throughout the calendar year. Staffed by State of Georgia certified officers with specialized training, officers of the Department of Public Safety have arrest powers for offenses committed on any public or private property within 500 yards of any property under the auspices of the University System of Georgia. Students are entitled to request and receive a copy of the Security Report for the campus, which includes statistics for the past three years concerning crimes and incidents reported to campus security authorities. This report also provides campus policies and practices concerning security; how to report sexual assault and other crimes, crime prevention efforts, policies/laws governing alcohol and drugs, victims' assistance programs, student discipline, campus resources, and other matters. In emergency situations, students are instructed to contact the Department of Public Safety located in Harris Hall and available by telephone at (912) 356-2186.

## **Family Educational Rights and Privacy Act (FERPA)**

Students at Savannah State University have certain rights with regard to their educational records as stipulated by the Family Educational Rights and Privacy Act (FERPA-Buckley Amendment). FERPA is designed to protect the students' rights with regard to education records maintained by the institution. Under FERPA, students may inspect and review their own education records maintained by the institution and challenge the content of records (except grades which can only be challenged through the academic appeal procedure) on the grounds that they are inaccurate, misleading or in violation of privacy or other rights. Students may control disclosures from educational records with certain exceptions. Teachers, administrators and the like within the same institution may look at a student's record if they have a "legitimate educational interest." A copy of a summary of the FERPA regulations may be obtained in the Office of the Department of Education, Washington, D.C. 20201.

## **Equal Access Policy**

Savannah State University makes every effort to meet special accommodation and access needs. For information on specific accommodations for individuals with disabilities, contact the department of organization sponsoring the class or event you wish to attend or call the Office of Student Affairs at 912-356-2194, located in the King-Frazier Student Center Complex, Suite 247.

## **Policy on Sexual Harassment**

Sexual harassment is considered to be a form of discrimination based on sex and falls within the statutory prohibitions against sex discrimination. The university is committed to maintaining a working and a study environment free of sexual harassment. Accordingly, in compliance with Section 703 of Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, it is the university's policy not to tolerate any verbal, nonverbal, or physical behavior which constitutes sexual harassment. Personnel with supervisory responsibilities are required to take immediate and appropriate action when incidents of alleged sexual harassment are brought to their attention. Violations of the policy prohibiting sexual harassment may lead to disciplinary actions, including reprimand, suspension, or termination of employment of academic status.

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Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature when: 1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic decisions; or 2. submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions; or 3. such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

Faculty, staff, students, and applicants for employment or admission with complaints of sexual harassment should contact the University EO/AA Office on a confidential basis and request an informal investigation.

Faculty, staff, and students may file formal complaints outside of the university. Students may file formal complaints with the Office of Civil Rights of the Department of Education. Faculty may file formal complaints with the Equal Employment Opportunity Commission. Staff may contact the state EEO Office or the Equal Employment Opportunity Commission.

## **Academic Integrity**

Savannah State University is an academic community dedicated to teaching, learning, and research. Like other communities, the University can function properly only if its members share an expectation of intellectual honesty. Academic integrity promotes the development and expression of new ideas, while academic dishonesty acts as a corrosive force in the life of the university. Academic integrity enhances the quality of each student's education and allows for the recognition of the genuine achievements and accomplishments of all.

By enrolling at Savannah State University, students acknowledge their obligation to adhere to the Code of Academic Integrity. As members of the University community, students are responsible for promoting academic integrity. This includes the responsibilities to report cases of academic dishonesty and to cooperate with faculty in resolving such cases.

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# Graduate Studies

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The Dean of Graduate Studies directs Graduate Studies Programs at Savannah State University and shares responsibility for program development, management, promotion, and review with the individual graduate program's colleges, and the Graduate Council. Students are always welcome in the graduate offices located in Colston Building, Room 205. Graduate Studies admissions staff processes applications, handles enrollment questions, and maintains student records. The Graduate staff also manages the graduate assistantship program, produces academic and promotional materials, assists with recruiting and marketing efforts, and provides logistical support for the Graduate Council.

## Mission

The mission of the Office of Graduate Studies is to provide leadership for developing and sustaining quality graduate programs; to promote graduate education; to facilitate student access to graduate programs; to support and promote public service, research, and sponsored programs; and to support faculty development. In keeping with the SSU mission, the Office of Graduate Studies strives to carry out its mission in an environment that enhances the ability of students to perform at higher levels of excellence in their chosen fields of endeavors and to prepare leaders and responsible citizens in a changing global community.

## Admissions

Admissions to Savannah State University graduate programs require a baccalaureate degree from a regionally accredited institution. Some degrees require the Graduate Record Examination (GRE), Miller Analogies Test (MAT), or Graduate Management Admission Test (GMAT). Scores must be within the last five years to be accepted. Test scores alone do not determine admission to a program. Letters of recommendation, statement of purpose, and personal interviews are also used to assess a student's preparedness for and probability of success in a program.

Students must satisfy requirements of the program in which they seek admission. Please refer to the program requirements in the catalog.

## Graduate Academic Residency Requirement

Academic residence is defined as being enrolled in one or more courses at Savannah State University. This is not to be confused with status as a legal resident of the State of Georgia for fee determination purposes. The minimum academic residence requirement for each master degree program is as follows:

1. A candidate in the Master of Business Administration Program must earn at least 24 semester hours at Savannah State University with a cumulative grade point average of at least 3.0 (B).
2. The candidate must earn 27 semester hours at Savannah State University in the MPA and MSUS with an average of at least a B (3.00 GPA).
3. At least 33 semester hours at Savannah State University in the MSW program with an average of B (3.00 GPA).

4. The candidate must earn 28 semester hours at Savannah State University in the MSMS program with an average of at least a B (3.00 GPA).

No student will receive a master's degree from Savannah State University who does not meet the minimum academic residency requirements.

All work credited toward the graduate degree must be completed within five years. Extension of time, not to exceed the time limit included in the policy of the University may be granted only on conditions beyond the control of the student. A formal request outlining the conditions upon which the extension of time is made should be addressed to the program coordinator of your respective program (e.g., MSMS, MPA, MSW, or MSUSP), the Dean of the College of Liberal Arts and Social Sciences, or of the College of Science and Technology, and the Dean of Graduate Studies.

## Immunization

Applicants must provide proof of immunization for measles, mumps, rubella, varicella and adult tetanus (within the last 10 years). Forms are available in the Office of Graduate Studies and must be returned with proof of immunization.

## Persons Sixty-Two Years of Age or Older

Persons who are sixty-two years of age or older may enroll in credit courses on a "space available" basis without payment of fees, except for supplies, laboratory, or special course fees. They must be residents of the state of Georgia and must present a birth certificate or comparable written documentation of age to enable the Office of Graduate Studies to determine eligibility. They must meet all admission and degree requirements.

## Admission of Veterans

After being accepted at Savannah State University and upon receipt of certification of eligibility and entitlement from the Veterans Administration, veterans may attend under Public Law 358 (Veterans Readjustment Benefit Act of 1966), Public Law 815 (disabled), Public Law 894 (disabled), Public Law 634 (war orphans), or Public Law 631 (children of permanently disabled veterans). Students under Public Laws 358,631,634 should be prepared to pay tuition and fees at the time of registration.

## Vocational Rehabilitation Applicants

Those applicants sponsored by Vocational Rehabilitation or other community agencies must apply at least six weeks before the beginning of any semester to ensure proper processing of application.

## The Application Process

Students may request an application by telephone, email, or letter from the Graduate Dean or the program office. After completing the application packet, the student should request two copies of the transcript from all undergraduate or graduate institutions attended be sent to the address below:

Office of Graduate Studies  
Savannah State University  
P.O. Box 20243  
Savannah, Georgia 31404 USA

## Application Fee

The application-processing fee is collected to help offset the cost of processing application materials; it is non-refundable and cannot be deferred or credited toward tuition. The fee is \$25.00 for all applicants. Please refer to the program of study to determine if additional items are needed to complete the application packet. It is the applicant's responsibility to ensure that all admission documents are received in the Graduate School in a timely manner. All credentials submitted by or behalf of an applicant become the property of Savannah State University and may be maintained for up to one semester. Materials from applicants who do not submit all requested material will be shredded and discarded. Once an application has been submitted, applicants should notify the Graduate School of any change in plans regarding enrollment. Withholding information or submitting inaccurate information may make applicants ineligible for admission and subject to dismissal from the Graduate School.

## Applications Deadlines

Deadlines for admission applications vary from program to program and are subject to change. Applications and all supporting materials should be submitted as early as possible. In general, materials for fall admission should be submitted should be received by May 31; for spring admission, by October 15; and for summer admission, by March 31. These dates will normally assure an admission decision in time for enrollment in the designated semester; however, specific program deadlines take precedence. For program deadlines contact the program coordinator or the Office of Graduate Studies.

## Apply for Readmission

A graduate student who has not been enrolled for a period of two semesters will be classified as inactive. To resume graduate study, the student must reapply for admission.

## International Students

### Application Procedure

An application for admission to Savannah State University must include educational credentials, transcripts, standardized test scores, and financial documentation. A \$25.00 non-refundable application fee (must be paid in U.S. Dollars) must be sent with the application.

### Application Deadlines

Most students start during the Fall term, which begins in August. However, students may apply for admission for any of the terms of the academic year. International students, however, should follow the application schedule below for the terms specified. **(Files must be completed by these deadlines):**

**Spring - October 1st**

**Fall - May 15th**

**Assistantship deadlines follow the same schedule. Assistantships are granted based on academic merit and exam scores.**

**Financial documentation:** It is necessary that you prove your ability to

finance your education at Savannah State University. This information is required in order for our office to issue the INS Form I-20 to you. Enclosed is the "Affidavit of Financial Support" which you should use to provide such evidence. The applicant will be required to send original documents, affidavits or bank letters to support the affidavit. This office must receive the financial documentation before the deadline date and before we can mail an I-20. No financial document may be dated earlier than one year before the date of enrollment at the university.

**Test of English as a Foreign Language (TOEFL):** A TOEFL score is required of all applicants who are not native speakers of English (despite the language of instruction in the home country). Exceptions to this rule are students who have completed a bachelor's degree at a U.S. college or university. The information bulletin may be ordered from (TOEFL/TSE Services, P.O. Box 6151, Princeton, NJ 08541-6151, USA (phone #609-771-7100). Our college code is (5609). Be sure that you request "the overseas edition." You must earn a minimum TOEFL score of 550 on the paper version of the TOEFL or score of 240 on the computerized version or 96 on internet version of test. Scores must be recent and must be mailed directly from ETS. Information on the TOEFL can be found at <http://ets.org/toefl>.

**Standardized exam:** All graduate applicants must provide an acceptable score on a standardized exam score (Graduate Record Exam, Graduate Management Admission Test, Miller Analogies Test or Law School Admission Test). Please see the requirements of the program to which you are applying to determine which standardized exam is required. International applicants who have been previously enrolled in a graduate program at another university, regardless of the system in which they have been educated, are required to take a standardized exam.

**Transcripts of University/College Records:** Transcripts submitted must be official copies and not photo copies. They must be mailed from the institution in the original envelope. Transcripts must be in English and on a 4.0 grading system. If not, your transcripts must be translated/evaluated by a professional agency. Have your university/college send one copy of your official academic records to Savannah State University and the additional copy to a professional evaluation agency. The following agencies are recommended.

Josef Silny & Associates

P.O. Box 248233

Coral Gables, FL 33124

Tel: (305) 273-1616

Fax: (305) 273-1338

email: [info@jsilny.com](mailto:info@jsilny.com)

website: <http://www.jsilny.com/>

World Education Services

P.O. Box 745, Old Chelsea Station

New York, NY 10113-0745

Tel: (800) 937-3895

Fax: (212) 966-6311

email: [info@wes.org](mailto:info@wes.org)

website: <http://www.wes.org/>

**Health and Accident Insurance:** admitted students must have proof of health and accident insurance coverage. Purchase must be made on arrival at the University.

**Tuberculosis Screening:** All international applicants will be expected to comply with Department of Georgia Health directive concerning tuberculosis screening.

**Change of University:** applicants transferring from another institution within the U.S. must submit a Transfer and Visa Form for International Students completed by the applicant and the foreign student advisor of the institution the applicant is currently attending.

No action will be taken on an application for admission until all credentials have been received. Other important considerations are:

**Housing Facilities:** SSU has limited on-campus housing.

**Employment:** U.S. immigration laws do not permit international students to apply for permission to accept off-campus employment until they have been in this country one year.

### Cost to Attend Savannah State University

All costs listed are for the 2010-2011 academic year. All 6% to the cost of attendance for subsequent years. Make sure that your "Affidavit of Financial Support" list dollar amounts available to the student in U.S. dollars.

Cost for 9 Months 2010-2011 (two semesters)	
Tuition and fees	\$16,378.00
Books and Supplies (estimated)	\$1,200.00
Living expenses (on-campus)	\$8,242.00
Mandatory Insurance	\$950.00
Total	\$26,770.00

The cost for dependents (spouse and children) will vary based on the number of children. The cost to bring a spouse will add an additional \$4,000.00 to the total cost for the student. The cost for a spouse and one child is approximately \$6,900.00 U.S. dollars. Savannah State University does not provide housing for students with dependents. The applicant must send notarized copies of birth records/certificates and marriage licenses to include dependents on your I-20.

**All documents must be written in English. If documents are not available in English, the original must be submitted along with an official translation.**

**We do not accept faxed copies of documents.** You may write to: **Office of Graduate Studies, Savannah State University, Box 20243, Savannah, GA 31404 USA or call (912) 358-4195.**

### Categories of Graduate Admission

Students may be admitted in one of these categories:

**Regular (degree-seeking):** Completed and submitted all admission materials; has been recommended by the graduate program in which the student proposes to study, and approved by the Office of Graduate Studies.

**Provisional (degree-seeking):** Supplied all admission materials; but does not meet all admission requirements. Students will be dismissed if GPA is not at 3.0 or satisfactory progress is not being made toward this GPA (based upon the number of credits allowed by each program).

Non-degree admission requirements vary by department. *Please see department information for specific requirements.* Departments limit the number of graduate courses taken and the number of graduate credits a student can earn as a non-degree student.

This category is temporary, and applicants must complete an application for admission. Non-degree students must satisfy all prerequisites before enrolling in a course.

### Advisement

Advisement procedures and arrangements vary between programs, but generally the program coordinator will work with each student to develop an approved program of study.

## Registration and Enrollment

The University's registration information is posted online at <http://www.savannahstate.edu>.

### Course Load

A full-time graduate student must be enrolled for a minimum of nine credit hours or more per semester. A full-time graduate student who has been awarded a graduate assistantship must enroll in a minimum of six credit hours. Graduate students may not take more than twelve credit hours per semester excluding the summer semester during which they may take a maximum of nine credit hours. Exceptions must be approved by the respective dean upon the recommendation of the department head.

### Schedule Changes

The University's schedule change procedures and deadlines are available at <http://www.savannahstate.edu> (Academic Calendar).

### Administrative Withdrawal

The University reserves the right to withdraw any students who does not meet financial obligations or required standards of graduate scholarship.

### Time Limitation

All requirements for the degree must be completed within seven years. This may not apply to certificates, based upon recommendation of the advisor. An extension of time may be granted by the respective dean in cases of unusual circumstances.

### Program of Study Requirements for Degree Programs

A program of study must be maintained by the academic unit for each degree-provisional or degree-regular student. The program study, signed by the student, advisor, and program coordinator, must be forwarded to the dean of the Office of Graduate Studies accompanying the student's Application for Graduation. No credit for courses with a grade of D, F, or U will apply to the program of study; Credit hours may vary by program of study.

### Transfer of Credit

Graduate credit may be granted for equivalent course work from other institutions, with approval of the appropriate coordinator. See degree programs for additional information. Transfer grades are not computed as part of a student's GPA.

### Numbering System for Courses

Courses with 5000-level numbers are dual-listed (4000/5000) for both undergraduate and graduate credit. That is, each 5000-level graduate course has a parallel 4000-level undergraduate course. SSU students who have completed a 4000 level class as part of a Baccalaureate degree cannot receive credit toward a graduate degree by enrolling in the dual 5000 level course. Courses with numbers 6000 or above are designated exclusively for graduate students. Numbers 1000-4999 (undergraduate courses) are not in this Catalog.

## Major Codes for Graduate Degrees

### Degrees

Master of Business Administration	MBA
Master of Marine Sciences	MSMS
Master of Public Administration	MPA
Master of Social Work	MSW
Master of Science in Urban Studies and Planning	MSUSP

### Repeated Courses

When a graduate course is repeated, the first grade remains part of the record and is computed in the final graduate grade point average. Students will only be allowed one opportunity to repeat a graduate course.

## Grades and Grading Policies

Graduate programs utilize the standard grading scale unless otherwise noted. In all cases grading scales and evaluations are clearly outlined in course syllabi. Grade reports are issued directly to the student at the end of each semester. The following grade report will be used for completed graduate credit:

Grade	Honor	Points
A	Excellent	4.0
B	Good	3.0
C	Satisfactory	2.0
D	Unacceptable	1.0

### Calculation of Grade Point Average

All applicants must calculate separate grade point averages for the following categories: (1) all courses taken for the baccalaureate; (2) all credits earned after the first 60 credits for the baccalaureate; (3) credits that constitute the undergraduate major; and (4) all credits taken beyond the bachelor's degree. All grades are to be converted to a four-point grading system. All numerical, alphabetical or equivalent grades must be calculated as follows:

Multiply quarter credit hours by (.66) to convert to semester credit hours. Multiply the number of semester credit hours for each course by the number of quality or honor points earned, as follows: A=4; B=3; C=2; D=1; F=0. If the applicant attended an institution that assigned quality points to represent + or - grades, he or she should utilize such information in computing his or her GPA.

Divide the total number of quality points by the total number of semester credit hours.

The quotient will be your grade point average.

### Academic Probation and Standing

A student who falls below a 3.0 overall grade point average upon completion of the number of hours allowed by a graduate program will be placed on academic probation. A 3.0 grade point average must be earned upon completion of additional hours as determined by the graduate programs to have the academic probation removed. Failure to achieve a 3.0 overall grade point average will result in the student being academically dismissed from graduate studies.

## Special Topics, Independent Study, Directed Study and Conference Courses

Only nine credit hours of independently-taught course work, directed study, and conference course work may apply to a degree upon approval of program coordinator.

### Audit

Students who audit course must follow regular admission and registration procedures, pay full tuition and fees, and are subject to the University's academic policies. Audited course may not be changed to credit after the schedule adjustment period has ended.

### In Progress (IP) Grade

An In Progress grade (IP) is used for classes such as thesis, dissertation and other similar classes that have a time obligation that is longer than the traditional semester or session.

## Appeals and Grievances Procedures

Graduate programs have established processes for appeal of admission decisions and other academic matters. Admission matters are handled by the appropriate Graduate Program Coordinator and the Office of Graduate Studies Dean. Other matters may involve the appropriate department chairperson or college dean.

A student may appeal admission, progression, and graduation decisions. The student will be required to complete the appeal form and provide additional information. Contact the Office of Graduate Studies for appeal information and procedures.

### Graduate Student Affairs Committee

This Committee shall make recommendations to the Graduate Council on matters pertaining to graduate student admissions, progression (including exclusion, suspension, and graduation), student appeals and other graduate student issues (including graduate assistants and graduate students programs). [Source: Savannah State University Graduate Council By Laws]

### Grade Appeals

Appeals for a change of grade may be initiated through the head of the appropriate academic department prior to midterm of the semester after the grade was received, in accordance with their regulations of Savannah State University. A student who contests a grade will have the following line of appeal:

The student will discuss the contested grade with the instructor involved.

If the grade dispute remains unresolved, the student will meet with the department chair and the instructor.

If the dispute is with the department chair, the student will meet with the dean of the college and the department chair. A memorandum for the record will be prepared by the department chair (or dean) which will include the substance of the conversations during the meeting. The student will receive a copy upon request.

If the grade dispute remains unresolved, the student will present his or her appeal in writing to the Department chair or the dean of the college, as applicable, who will then request the Dean of the Graduate Studies to appoint a review panel to hear the appeal.

In the case of students in the MBA program:

The student will discuss the contested grade with the instructor involved.

If the grade dispute remains unresolved, the student will meet with the Director for Graduate Business Programs and present his or her complaint in writing with all supporting evidence. The Director will review the situation. If the student remains unsatisfied at the Director's level, the student may present his or her appeal in writing to the Dean of the College of Business Administration. After reviewing the issue, the Dean may request the Dean of Graduate Students to appoint a review committee or graduate faculty to hear the appeal.

If the dispute is with the Director of Graduate Business Programs, the student will meet with the Dean of the College of Business Administration. After reviewing the issue, the Dean may request the Dean of Graduate Students to appoint a review committee of graduate faculty to hear the appeal.

In either case above, a memorandum for the record will be prepared by the Director or Dean, which will include the substance of the conversations during the meeting. The student will receive a copy upon request.

## Student Fees and Financial Policies

### Bursar's Office

The Bursar's Office is responsible for student billing and revenue collection. The office is also responsible for collecting and posting payments on student's accounts, processing refunds from overpayments, and calculating university withdrawals. The Bursar's Office contains two major components to carry out its functions, the Cashier's Office and Student Accounts.

### Graduate Fee Schedule

Fall 2010 - Summer 2011

#### Commuter Students

Fees Per Semester	In-State Tuition	Out-Of-State Tuition
Tuition (12 or more credit hours)	\$ 2,021.00	\$ 7,514.00
Health Fee	\$ 65.00	\$ 65.00
Student Activity Fee	\$ 55.00	\$ 55.00
Athletic Fee	\$ 247.00	\$ 247.00
Technology Fee	\$ 50.00	\$ 50.00
Transportation	\$ 6.00	\$ 6.00
Institutional Fee	\$ 102.00	\$ 102.00
Student Center/Stadium Facility	\$ 150.00	\$ 150.00
Total	\$ 2,696.00	\$ 8,189.00

#### Boarding Students

Fees Per Semester	In-State Tuition	Out-Of-State Tuition
Tuition (12 or more credit hours)	\$ 2,021.00	\$ 7,514.00
Health Fee	\$ 65.00	\$ 65.00
Student Activity Fee	\$ 55.00	\$ 55.00
Athletic Fee	\$ 247.00	\$ 247.00
Technology Fee	\$ 50.00	\$ 50.00
Transportation	\$ 6.00	\$ 6.00
Institutional Fee	\$ 102.00	\$ 102.00
Student Center/Stadium Facility	\$ 150.00	\$ 150.00

Board	\$ 1,710.00	\$ 1,710.00
Room	\$ 1,434.00	\$ 1,434.00
Postage	\$ 8.00	\$ 8.00
Laundry	\$ 30.00	\$ 30.00
Total	\$ 5,878.00	\$ 11,371.00

*Fees Are Due And Payable At Registration. Please Make A Personal Check, Cashier's Check, Bank Or Postal Money Order Payable To Savannah State University. Separate Checks Should Be Made For Cash Allowances, Books and Supplies.*

#### Other Fees:

Parking Decal – Commuters	\$35.00 per year
Parking Decal – Residents	\$40.00 per year
Parking Decal – General	\$75.00 per year
Parking Decal – Reserved	\$135.00 per year
Transcript	\$4.00 each
Late Registration	\$100.00 per semester
Key Replacement	\$20.00 per occurrence
Key Replacement – PO	\$15.00 per occurrence
ID Replacement	\$35.00 per occurrence
Returned Check	\$25.00 or 15% whichever is higher not to exceed \$85.00
Removal of Incomplete Grade	\$2.00
Room Application Fee	\$50.00 per year
Studio Art Class	\$50.00 per semester
Science Lab Fee	\$30.00 per semester
Graduation Fee – Undergraduate	\$50.00
Graduation Fee – Graduate	\$50.00
Late Graduation Fee	\$25.00

#### Housing Rates

Single Occupancy Room	\$1,705.00 (Per Semester)
Double Occupancy Room	\$1,434.00 (Per Semester)

#### Freshman Living Learning Center Clusters

Two Person	\$2,473.00 (Per Semester)
Four Person (Double)	\$2,349.00 (Per Semester)
Four Person (Double as Single)	\$2,597.00 (Per Semester)
Eight Person (Single)	\$2,225.00 (Per Semester)
Eight Person (Double)	\$2,101.00 (Per Semester)
Eight Person (Double as Single)	\$2,349.00 (Per Semester)
Summer Two Person	\$1,395.00 (Per Semester)
Summer Four Person (Double)	\$1,332.00 (Per Semester)
Summer Four Person (Double as Single)	\$1,394.00 (Per Semester)
Summer Eight Person (Single)	\$1,256.00 (Per Semester)
Summer Eight Person (Double)	\$1,188.00 (Per Semester)
Summer Eight Person (Double as Single)	\$1,325.00 (Per Semester)

#### University Village

One Bedroom Apartment	\$2,890.00 (Per Semester)
Two Bedroom Apartment	\$2,574.00 (Per Semester)
Four Bedroom Apartment	\$2,420.00 (Per Semester)
Summer One Bedroom/One Bath	\$1,634.00 (Per Semester)
Summer Two Bedroom/Two Bath	\$1,455.00 (Per Semester)
Summer Four Bedroom/Two Bath	\$1,368.00 (Per Semester)

#### University Commons

One Double/One Bath	\$2,465.00 (Per Semester)
Two Bed/One Bath	\$2,581.00 (Per Semester)
Two Bed/One (master)	\$2,638.00 (Per Semester)
Three Bed/Two Bath	\$2,522.00 (Per Semester)
Three Bed/Two Bath (master)	\$2,581.00 (Per Semester)
Four Bed/Two Bath	\$2,465.00 (Per Semester)
Four Bed/Two Bath (master)	\$2,522.00 (Per Semester)

#### Food Services

Boarding Students	
5 meals per week	\$598.00

10 meals + Dining Dollars	\$1,196.00
14 meals per week	\$1,196.00
20 meals per week	\$1,710.00

*Note: All resident students are required to purchase a meal plan.*

#### **Commuter Plans**

10 meals per semester	\$66.00
25 meals per semester	\$162.00
50 meals per semester	\$318.00
100 meals per semester	\$471.00

*Note: There is no refund for missed meals or carry-over meals to another semester during the meal contract period.*

The University reserves the right to make changes in its fees at the beginning of any semester and without prior notice.

(All rates and fees are subject to change without notice)

## **Refund Policy**

Formal withdrawal must begin with a written request in the Office of Academic Affairs. Failure to officially withdraw from the institution will result in the assessment of charges up to the date the university becomes aware of non-attendance. No refunds for reduction in academic loads or student services are allowed unless such reductions are necessitated by schedule changes initiated by the University. Students suspended or expelled for disciplinary reasons are not entitled to a refund of any deposits or fees paid.

Students who are members of the Georgia National Guard or other reserve components of the armed forces who receive emergency orders to active duty are entitled to a full refund of matriculation fees paid for that semester, in accordance with guidelines promulgated by the chancellor. Military personnel on active duty in the armed forces who, before the end of their present station assignment, receive emergency orders for a temporary or permanent change of duty location are entitled to a full refund of tuition paid for that semester, in accordance with guidelines promulgated by the chancellor.

The refund amount for students withdrawing from the institution shall be based on a pro rata percentage determined by dividing the number of calendar days in the semester that the student has completed by the total calendar days in the semester. The total calendar days in a semester includes weekends, but excludes scheduled breaks of five or more days and any days that a student was on an approved leave of absence. The unearned portion shall be refunded up to the point in time that the amount earned equals 60%.

Students that withdraw from the institution when the calculated percentage of completion is greater than 60% are not entitled to a refund of any portion of institutional charges.

Refund of elective charges (room and board) for withdrawing from the institution during a semester will be made on a prorated basis determined by the date of withdrawal. Commuter meal plans may not be refunded.

A refund of all matriculation fees and other mandatory fees shall be made in the event of the death of a student at any time during the academic session.

Refunds to students who are recipients of Title IV funds will be made in accordance with federal laws and regulations in effect at that time.

The refund amount returned to SFA Programs will be distributed in the following order: Federal Unsubsidized Direct Stafford Loan, Federal Subsidized Direct Stafford Loan, Federal PLUS Loan, Federal Perkins Loan, Federal Pell Grant, FSEOG, Other Federal, State, Private, Institutional Aid and the Student.

## **Financial Aid**

### **Application for Financial Aid**

Students applying for financial aid must complete the Free Application for Federal Student Aid (FAFSA) or the renewal FAFSA if they have received aid before from the Federal Student Aid Programs. They must answer all questions on the form and list Savannah State University (**school code – 001590**) as one of the institutions they plan to attend. In approximately four weeks, they will be mailed a Student Aid Report (SAR). FAFSA on the web is available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

If the FAFSA is selected for the verification process, students must provide requested documents, records and materials promptly to the Office of Financial Aid (OFA). Students who fail to submit paperwork will not be awarded financial aid and may become ineligible to receive certain funds from a particular program. Students will be awarded financial aid upon their admittance to the University.

### **Federal Perkins Loan**

A Perkins Loan is a low-interest (5%) loan for both undergraduate and graduate students with exceptional financial needs. Repayment for this loan begins six months after enrollment at the University ends.

### **Federal Direct Loan**

Low-interest loans for students and parents (PLUS) are available through the Federal Direct Student Loan Program. Under this program, the federal government makes loans directly to students and parents through schools.

First-time borrowers in the student loan program at Savannah State must attend a loan counseling session before any loan funds can be credited to their account or disbursed to them. Loan counseling sessions are held each Wednesday at 10:00 a.m. and 2:00 p.m. All borrowers are required to show proof that they attended a loan counseling session before the cashier's office will release loan funds.

### **Institutional Work Program**

The Savannah State University student employment program helps students locate part-time employment within various departments on campus.

### **Savannah State University's Policy for Determining Student Withdrawals**

In compliance with the Higher Education Amendments of 1998, Public law 105-244, Savannah State University will begin implementing these new provisions effective October 7, 2000. The current provisions require all schools participating in the SFA Programs to use specific refund policies when a student who receives SFA Program funds ceases attendance. In addition, the current provisions specify an order of return of unearned funds from all sources of aid, not just the SFA Programs.

Unofficial Withdrawals: If a student does not begin the withdrawal process or otherwise notify the university of his/her intent to withdraw, the withdrawal date will be the midpoint of the payment period for which

SFA Program assistance was disbursed or a later date documented by the university.

**Official Withdrawals:** A calculation will be made on all financial aid recipients to determine whether a student who completely withdraws during a term has “earned” the monies disbursed. A student “earns” his/her aid based on the period of time they remain enrolled. During the first 60% of the term a student earns financial aid funds in direct proportion to the length of time the student remained enrolled. Beyond the 60% point all aid is considered earned. The responsibility to repay “unearned” aid is shared by the Institution and the student in proportion to the aid each is assumed to possess. For more details concerning withdrawals by students with financial aid, please contact the Office of Financial Aid.

## Satisfactory Academic Progress (SAP) Guidelines for Student Financial Aid

Savannah State University is required by the U.S. Department of Education to establish minimum standards of Satisfactory Academic Progress (SAP) to include quantitative (time frame) and qualitative (GPA) measurements. **Satisfactory Academic Progress (SAP)** means a student is proceeding in a positive manner toward fulfilling their degree requirements.

**The Office of Financial Aid will measure students’ SAP at the end of each Spring semester and the new status is effective with the following term.** The following policy is effective for semesters beginning on or after Summer Session 2010. An academic year consists of a Fall/Spring combination-i.e., Fall Semester 2009 and Spring Semester 2010. Students that do not meet the minimum standards of SAP are ineligible for financial aid.

The Satisfactory Academic Policy applies to all students, part-time, full-time, undergraduates, and graduates.

### Quantitative

Students must successfully complete credit hours (earned hours) at the minimum percentage (%) of attempted hours according to the scale below. Hours attempted also include courses with a grade of IP, W, F, U, WF and all accepted transfer hours. Repeated courses are counted in hours attempted. Also see section on **Time Frame**.

### Qualitative

Students must maintain the minimum cumulative grade point average according to the scale below.

Attempted Hours	% Earned Hours	Minimum Cumulative GPA
Graduate 1 – 54	70%	3.00

### Time Frame

#### Graduate

Students enrolled in a Master’s degree program have a maximum of 54 credit hours attempted to complete their degree requirements.

## Appeal of Financial Aid Suspension

Failure to meet or exceed the SAP standards will result in suspension from financial aid eligibility until such time as the student fulfills quantitative and qualitative measures. In addition, if a student withdraws from one or more courses during the semester and he/she is attending based on a granted aid appeal, he/she is placed on financial aid suspension. While on suspension, a student is not eligible to receive any financial aid award including student loans.

A student wishing to appeal financial aid suspension must do so in writing with supportive documentation when possible. The type-written appeal must be attached to the Appeal for Reinstatement Form that is available online or in the Office of Financial Aid (OFA) and must be submitted by August 1st for Fall, December 1st for Spring, and April 1st for Summer. Failure to adhere to this time line will result in the student losing the right to appeal their suspension for the pending semester.

The SAP pamphlet is mailed/emailed each year with the initial award letter. A student is expected to know the policy. The OFA attempts to notify students when they are suspended from the financial aid programs, however, sometimes students do not receive notification due to circumstances beyond the control of the OFA. If a student is not notified of the suspension, that in itself does not excuse a student from the financial aid suspension nor does it exempt a student from appealing in a timely manner.

An Appeals Committee or quorum representation will meet to review appeals and will make its recommendation concerning the appeal. In the event it is not feasible to obtain a quorum to review appeals, the Director of Financial Aid will act on the appeals. The OFA will notify students of the committee’s decision. The committee’s decision may be appealed to the Vice President of Business and Financial Affairs, by following the guidelines below.

### Guidelines for Appeal of the Financial Aid Appeals Committee: Office of the Vice President for Business and Financial Affairs

**Purpose:** This information is for students who are interested in appealing the Financial Aid Appeals Committee’s decision.

**Policy:** The University’s Satisfactory Academic Progress Policy is in compliance with the regulations established by the US Department of Education. A student is required to progress towards obtaining a degree to maintain eligibility to receive federal financial aid. The policy provides an opportunity:

- to appeal
- to present information about factors that may impact your ability to be academically successful, and
- to present the actions that you have taken to eliminate the impacting factors

**Requirement:** To appeal the decision rendered by the Financial Aid Appeals Committee, please submit in writing responses to the statements below:

1. Provide a valid mailing address and telephone number.
2. Provide an explanation of the factors that impacted your ability to make satisfactory academic progress.
3. Describe the changes being made that will enable you to perform better academically.

4. Have you contacted SSU's Center for Academic Success to determine which services are available to help you become academically successful? If you have a low percentage of courses successfully completed, you may need to contact your Academic Department Chair or Advisor to determine whether or not you can reach degree requirements with the remaining number of hours to receive federal aid. If so, please describe the plan you have developed with the Center for Academic Success and/or your Academic Department.
5. Provide any additional information you believe supports a decision different than the Financial Aid Appeals Committee's decision.

Any further consideration for you to receive federal financial aid will be based on your appeal demonstrating that you can and have taken steps to perform at a satisfactory academic level.

Please submit this information to the Financial Aid Office. If you have further questions, please call Financial Aid at 912.358.4162 or Business and Financial Affairs at 912.358.3000.

## Auxiliary Services

The Auxiliary Services Department is an organization within the Division of Business and Financial Affairs, responsible for providing services both directly and indirectly to students, faculty, staff, and the University community. By policies of the Board of Regents, the Department must be totally self-supporting; no state funds are allocated to the Department. The Department is subject to rules and regulations of the University System of Georgia. Auxiliary Services is committed to providing quality, value, and excellence in customer service, while assuring best uses of available resources.

Currently, Savannah State University's Auxiliary Services Department is responsible for the following: SSU Bookstore, SSU Post Office, dining services, vending services (snack, beverage, and laundry), photocopy services, parking and transportation, and the ID Card Office. For additional information, see <http://www.savannahstate.edu/fiscal-affairs/auxiliary-services.shtml>.

### Bookstore

SSU Bookstore is an integral part of the academic and social life of the university. In addition to textbooks and school supplies, students can find a variety of SSU logo clothing and specialty items. There are also many products that will make their lives easier in their student living spaces, such as paper products and personal items.

The bookstore provides a book buy-back at posted times during each semester. For additional information, including hours of operation, please see the SSU Bookstore website.

The SSU Bookstore is located on the first floor of the King-Frazier Complex.

## Dining Services

Savannah State University has been defined by the Board of Regents of the University System of Georgia as a residential institution. Therefore, the University must provide on-campus facilities for room and board. All students who live in on-campus housing must purchase a meal plan. Freshman students must purchase a full (20-meals-a-week) plan; non-freshman students must purchase at least a 14-meals-a-week plan. Students assigned to on-campus housing will be automatically billed via the Banner Student Information System accordingly. There is no refund for missed meals, and meals do not carry over from one semester to another during the meal contract period. Resident students leaving housing will be billed for meal plans on a prorated basis. Commuter meal plans are available for off-campus students. Additional information is found on the SSU Dining Services website.

## Laundry

Washers and dryers are found in all of the residence halls. Resident students pay a fee each semester for laundry, and can use the machines without further charges. Laundry supplies can be purchased in the bookstore.

## Parking

Resident students and commuter students who have a car on campus are required to purchase a decal which entitles them to park in one of the parking areas designated for students. Vehicles on campus without appropriate decals, or who are parked inappropriately, are subject to ticketing, booting, and/or towing.

## Photocopying

Student coin-operated copiers are located throughout campus. In addition, students can have color or higher volume documents printed at the Document Center for a fee.

## SSU Mail Center

The SSU Mail Center is located on the first floor of the King-Frazier Complex. Stamps can be purchased and letters or packages can be mailed. Resident students are each charged a nominal fee for a mailbox. The service window is open from 8:30 a.m. to 4:30 p.m., Monday – Friday, except for University Holidays.

## SSU ID Card Office

The SSU ID Card Office is on the first floor of the King-Frazier Complex. All students must carry their SSU ID Card at all times while they are on campus. SSU ID Cards can be used for meal plans, residence hall access, computer lab, printing, and photocopying and mail center purchases. Funds can be placed on the card using the PHIL (machine closest to the window outside the Savannah Ballroom) in the King-Frazier Student Center.

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## Computer Services and Information Technology

Computers and technology are integral parts of the University. They facilitate teaching, learning (both online and traditional) and administrative functions. The University maintains a state of the art local-area network through state and federal funding.

The University's infrastructure is supported by a campus-wide fiber optics backbone and wireless network, connecting campus users to speeds up to 1 gigabit (GB). Internet connectivity is supported by PeachNet, supplying a 50-megabit (MB) Internet path for faculty, staff, and administrators and a dedicated 100-megabit Internet path for the residential network. The University's supporting applications include electronic mail; a campus-wide distributed messaging system, a university web site (<http://www.savannahstate.edu>), door card access, and communication support and remote access services.

Teaching and learning is supported through the establishment of general purpose and specialized computer labs, in both PC and MAC formats, in academic and residential facilities. The University offers distance education through Video Conferencing and Blackboard Vista to deliver distributed e-learning. The Center for Academic Success (CAS) supports the design and development of online and web-enhanced courses as well as faculty training for course navigation. The University's library offers online services with access to Galileo Interconnected Libraries (GIL) - a Board of Regents supported Web-based virtual library, satellite down links, a SSU/GaTech Regional Engineering Program (GTREP), and local centralized application support.

The University's administrative functions are supported through SunGard's Banner - a student information system, PeopleSoft Financials and Human Resources systems, an automated work order system, electronic building security, and Blackbaud - an alumni financial system.

The University strives to stay in the forefront of technology to better facilitate the services to and education of its student population.

# Graduate Programs

Savannah State University offers the following Graduate Programs:

- Master of Business Administration
- Master of Public Administration
- Master of Science in Urban Studies and Planning
- Master of Science in Marine Sciences
- Master of Social Work

## Master of Business Administration

The Master of Business Administration (MBA) program is designed to prepare students for careers in management and leadership in both the private and public sectors. Students acquire a comprehensive foundation in the functional areas of business, the global environment in which they will function, and the analytical tools for intelligent and ethical decision making.

The MBA program is accredited by The Association to Advance Collegiate Schools of Business (AACSB International).

### Application Requirements

Persons seeking admission to the MBA program must hold a baccalaureate degree from an accredited institution and show promise of high quality work on the graduate level. Prior study in business is not required for admission, although students with undergraduate degrees in disciplines outside Business Administration may be required to take additional coursework. Only completed applications are reviewed by the Admissions Committee.

A completed application consists of the following.

- A completed Graduate Application for Admission
- Two official copies of all undergraduate and graduate transcripts
- Official scores from the Graduate Management Admission Test (GMAT) or Graduate Record Exam (GRE) or
- Evidence of successful completion of the College of Business Administration Pre-MBA Program.
- A 500-1,000 word biography and statement of purpose
- Three letters of reference
- A certificate of immunization
- A copy of their current resume that highlights their professional and personal accomplishments, as well as their linguistic abilities, computer expertise, and leadership experience.
- Personal interview
- TOEFL- Students for whom English is not a native language are required to submit TOEFL scores
  - Minimum of 550/667 on the paper-based test (PBT)
  - Minimum of 240/300 on the computer-based test (CBT)
  - Minimum of 96/120 on the Internet-based test (iBT)

### Admissions

The MBA Admissions Committee will review all materials submitted and it will conduct the required personal interview. Based on its assessment of the materials submitted and the personal interview, the Committee will make the recommendation whether or not to admit the candidate to the MBA Program with regular admission status. The MBA Program does not allow for provisional admission status.

## PreMBA Program

The PreMBA Program was developed by the faculty and its purpose like that of the GMAT is to determine the capability of the potential student to do graduate level work. The Savannah State University College of Business Administration developed the PreMBA Program with the intended purpose of allowing students to demonstrate that they are capable of graduate level work. Additional information can be obtained by contacting the Office of the Dean of COBA. Successful completion of the PreMBA Program will be accepted in lieu of the required scores on the GMAT or the GRE. To be considered for admission to the MBA program, a student must submit a completed application and fees to the Office of Graduate Studies at Savannah State University. The completed applicant's file will be forwarded to (COBA) for approval by the MBA Admissions Committee. The committee recommendation will be forwarded to the Office of Graduate Studies.

### Application Requirements

Persons seeking admission to the College of Business Administration PreMBA Program must hold a baccalaureate degree from an accredited institution and show promise of high quality work on the graduate level. Prior study in business is not required for admission. However students with undergraduate degrees in disciplines outside Business Administration may be required to take additional coursework if they are successful and are awarded a Certificate of Completion and are subsequently accepted into the MBA Program. All application materials for the PreMBA Program must be submitted to Office of the Dean in the College of Business Administration. Only completed applications will be reviewed by the MBA Committee.

A completed application consists of the following:

- A completed Graduate Application for Admission
- A completed application for the Program for Advanced Management Studies
- Two official copies of all undergraduate and graduate transcripts
- A 500- 1,000 word statement of purpose
- Three letters of reference
- A certificate of immunization
- A copy of their current resume that highlights their professional and personal accomplishments, as well as their linguistic abilities, computer expertise, and leadership experience
- Personal interview
- TOEFL- Students for whom English is not a native language are required to submit TOEFL scores
  - Minimum of 550/667 on the paper-based test (PBT)
  - Minimum of 240/300 on the computer-based test (CBT)
  - Minimum of 96/120 on the Internet-based test (iBT)

### Non-Degree (Special) Admission

Non-degree seeking students must be approved by the Dean of the College of Business Administration. Once approved, non-degree seeking students are limited to 6 credit hours of graduate business courses. No coursework taken during non-degree status may count towards the hours required for the MBA if a non-degree student subsequently seeks admission into the program.

Non-Degree (Special) Admission is different from admission as a provisional or regular admit. Students admitted in non-degree status are not eligible for financial aid.

## Academic Suspension/Probation

Students enrolled in the MBA program are expected to maintain good academic standing. To be in good standing, a graduate student must maintain a cumulative institutional GPA of at least 3.0 in all graduate level courses and make reasonable progress toward graduation requirements. If the GPA of a graduate student falls below a 3.0 in a given semester, a letter of scholastic warning from the Dean of the College of Business Administration will be sent to the student placing him/her on Academic Probation. A student will be allowed one semester, not including summer, to achieve good academic standing (3.0 GPA). If not achieved by the end of the academic probation term, the student will be dismissed from the program. Only credits earned in graduate business courses offered by the College of Business Administration at Savannah State University may be used to repair deficiencies in a student's GPA.

## Non-Academic Suspension

Students are expected to conduct themselves in accordance with the standards of the Student Code of Conduct at Savannah State University. The University reserves the right to exclude at any time any student whose conduct is deemed improper, unethical, or detrimental to the welfare of the college community. Faculty or fellow students in the MBA Program may initiate charges against a current student by filing a written charge with the Dean of the College of Business Administration and/or the Vice President for Student Affairs.

## Readmission

Students suspended for lack of academic performance after being placed on probation may reapply for admission to the Dean of the College of Business Administration after a one semester (spring or fall) hiatus. If readmitted, the only coursework eligible for meeting degree requirements are those courses in which the student earned a minimum grade of B. That is, students readmitted following academic suspension will retake all graduate coursework where the grade earned was less than a B. Students in the MBA Program are allowed to repeat a course one time.

Any student suspended the second time for lack of academic performance after being readmitted will be ineligible for readmission.

## New Student Orientation

Appropriate orientation to a new graduate program is an important key to success in graduate studies. All incoming MBA students are required to participate in scheduled group orientation programs held at the beginning of the semester and throughout the first year (two semesters) of enrollment. Many questions about the program and institutional resources are addressed in the orientation sessions.

## Graduate Student Advisement

Each student enrolled in the MBA Program is assigned a graduate faculty advisor. The faculty advisory will help the student plan a program of study consistent with the student's academic goals and will approve all course selections prior to registration.

## Transfer Credits

- Up to 6 graduate semester credit hours may be transferred from a graduate institution accredited by AACSB International. Transfer credit may be granted if the applicant meets the following:
- Has met all admission requirements for regular admission for the MBA Program and Savannah State University Graduate School requirements.
- Courses being considered for transfer credit were taken in an approved program within the last five years.

- Courses being considered for transfer must be equivalent to courses offered in the SSU MBA Program as required. Elective courses must be approved by the Dean.
- A minimum grade of "B" earned for each requested transfer course.
- Submission of the university catalog containing the course description for each requested transfer course at the university where the course was taken.
- A copy of the course syllabus or outline is required for each requested transfer course.

## Admissions Appeal

An applicant denied admission to the MBA program may appeal the decision in writing to the Dean of the College of Business Administration. The applicant will be required to provide additional information in support of the appeal. The appeal process begins with the Dean's Office and continues through the channels as described elsewhere in this document.

## Program of Study

### Foundation Courses (Requirements Vary)

A prospective candidate must provide satisfactory completion (grade "C" or better) for the following undergraduate courses:

MBAP 5001	Financial and Managerial Accounting	3 hours
MBAP 5011	Survey of Economics	3 hours
MBAP 5021	Management of Organizations	3 hours
MBAP 5031	Quantitative Data Analysis	3 hours
MBAP 5041	Survey of Marketing	3 hours
MBAP 5051	Corporate Finance	3 hours

If these courses are not evident in the student's coursework history, some foundation coursework (up to 18 credit hours) may be required of an applicant before enrolling in upper level coursework.

### Core Courses (24 hours)

MBAP 6000*	Seminar	3 hours
MBAP 6001	Communications	3 hours
MBAP 6011	Statistics and Quantitative Methods	3 hours
MBAP 6021	Management Information Systems	3 hours
MBAP 6031	Accounting Decision Making	3 hours
MBAP 6041	Organizational Theory and Behavior	3 hours
MBAP 6051	Economic Analysis for Managers	3 hours
MBAP 6061	Managerial Finance	3 hours
MBAP 6071	Marketing Management	3 hours
MBAP 6091	Strategic Management	3 hours

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<b>Total Hours Required for a Master of Business Administration</b>	<b>30 hours</b>
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A student must have a cumulative GPA of 3.0 in all courses required for the degree.

\*NOTE: MBAP 6000 is a one credit hour course that MBA students must enroll in each semester they are enrolled. Those enrolled more than 3 semesters will accumulate more than 30 earned hours.

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# Master of Public Administration

## Mission Statement

The Master of Public Administration program seeks to train individuals to assume management and leadership positions in the public and non-profit sector.

Objective 1. To provide students with the knowledge, skills, and abilities identified as important to job entry and career advancement.

Objective 2. To help students develop the knowledge, skills, and abilities to act ethically and effectively as public administrators.

Objective 3. To help students apply general public management knowledge and skills in problem solving and addressing community needs.

Objective 4. To encourage students to demonstrate commitment to public service, particularly in internships, organized projects, external involvement, and class focus on service and application.

The MPA Program is accredited by the National Association of Schools of Public Affairs and Administration (NASPAA).

## Application Requirements

Persons seeking admission to the MPA program must hold a baccalaureate degree from an accredited institution, with a minimum 2.5 cumulative grade point average, and show promise of high quality work on the graduate level. While there is no specific undergraduate course of study for admission, students must meet the prerequisites for courses in American National Government and Statistics. Students may begin the program during the Fall, Spring and Summer terms. Only completed applications are reviewed by the Admissions Committee.

A completed application consists of the following:

- The application forms
- Two official copies of all undergraduate and graduate transcripts
- Official scores from the Graduate Record Examination (GRE) (general test), Millers Analogies Test (MAT) or Graduate Management Admission Test (GMAT) taken within the past five years
- A 500-1000 word biography and statement of purpose
- Three letters of reference
- A one-page resume
- A certificate of immunization

## Admissions

To be granted regular admission status, a student must average a minimum of 90 points on the applicant evaluation form as scored by the Admissions Committee. The program has two admissions categories: regular and provisional. An in person interview is scheduled when determined by the Admission Committee.

### Provisional Admission

Applicants who score under 90 on the admissions formula may be granted provisional status. While holding this status, students must take the equivalent of a semester's full load of core MPA courses (i.e., 9-12 semester hours) and earn no final course grade below "B" to qualify for

regular status. All courses taken in provisional status must be approved by the MPA coordinator, department chair, or program coordinator. The coordinator will review the files of provisional students after completion of nine hours. Under certain circumstances, a student's file may be reviewed at the completion of six credit hours.

### Non-Degree (Special) Admission

Applicants who apply after the published deadline for full consideration for admission or have not submitted all required documents for evaluation may be assigned non-degree admission status with the approval of the Graduate Dean. While in this status, a student may register for no more than two courses after completing the Non-degree Admission Agreement for Graduate Studies. This form requires the signatures of the student and the dean of graduate studies. The Admissions Committee does not review files for non-degree students. Any student who registers under this agreement understands that no more than two courses taken in non-degree status may count towards the MPA degree, and that admission in non-degree status is independent of consideration for admission as a regular or provisional student. Students admitted in non-degree status are not eligible for financial aid. Students may take no more than 15 hours of course work in the provisional and non-degree status combined.

### Fast Track Option

Juniors or Seniors with a cumulative GPA of 3.5 and at least 1000 on the SAT may apply for admission to the Fast Track program. Applicants to the Fast Track program must submit the standard application on or before May 1. Completed applications will be reviewed, and a formal decision on admission rendered by the Admissions Committee by May 15. Fast Track students may enroll in and receive graduate credit for up to three MPA courses (PADM 6830, 6832, and 6840). Six of these credits may also count towards the undergraduate degree. A student must earn a grade of "B" or better in each MPA course to be allowed to continue in the Fast Track program. All Fast Track students must complete a Fast Track Internship Experience the semester following receipt of the bachelor's degree. In the student's fifth year, the student must earn 24 MPA course credits.

## Program of Study

The Master of Public Administration degree requires the student to successfully complete a minimum of 36 credit hours. MPA students are classified as in-service or pre-service based on experience in the public or nonprofit sector. Pre-service students are usually recent graduates who lack sufficient managerial or administrative experience. In-service students are currently employed and usually have several years of relevant work experience in the public or non-profit sectors in a job requiring a minimum of a bachelor's degree for entry. In-service students may petition for exemption from the Capstone Course. Designation as pre-service or in-service will be made by faculty at the time the student applies for the internship course.

The program is flexible enough to accommodate full-time (9-12 hours per semester) or part-time students (3-6 hours per semester). Accordingly, the length of time required to complete the program will vary. All students must successfully complete the core curriculum of 21 semester hours, 9-12 hours of electives, and 3-6 hours of internship, depending upon classification as in-service or pre-service.

### Prerequisites (6 hours)

Undergraduate course in statistics (3 credits)

Undergraduate or graduate course in American National Government (3

credits)

An undergraduate Computer Applications course is highly recommended.

#### Core Curriculum (21 hours)

PADM 6830	History, Scope, and Practice of Public Administration	3 hours
PADM 6832	Organizational Theory and Behavior	3 hours
PADM 6833	Management of Human Resources in the Public Sector	3 hours
PADM 6834	Public Budgeting and Finance	3 hours
PADM 6839	Statistical Applications for Public Administrators	3 hours
PADM 6840	Research Methods in Public Administration	3 hours
PADM 6850	Information Resource Management	3 hours

#### Focus Area (9-12 hours):

Students have an option to concentrate on a specific area of interest with the approval of their faculty advisor.

#### Public Service Internship and Capstone Seminar

PADM 6853	Pre-Service Public Service Internship	3 hours
PADM 6876	Capstone Seminar in Public Administration	3 hours

#### Academic Probation and Suspension

Students are expected to remain in good academic standing. To be in good standing, a graduate student must maintain an institutional cumulative grade point average of 3.0 or better in all graduate credit courses. A student who falls below a 3.0 overall grade point average at any point during the program of study will be placed on academic probation. A 3.0 grade point average must be earned upon completion of an additional nine semester hours to have the academic probation removed. After completion of nine credit hours, if the student fails to meet the 3.0 GPA requirements, s/he will be suspended from the program. Only credit earned in graduate courses at Savannah State University may be used to repair deficiencies in grade point average. In addition, students who receive two (2) "C's" in core courses in the program at any stage of their study (regardless of their overall GPA) will be dismissed from the program.

A student who is suspended or dismissed may not be readmitted to the program for one full year. If readmitted, the student must first successfully retake the courses where "C" or below grades were received before registering for new courses.

#### Admissions Appeal

A student denied admission to the MPA program may appeal the decision in writing to the Department Chair. The student will be required to provide additional information in support of the appeal. A student whose appeal is denied by the Department Chair may appeal to the Dean of the College of Liberal Arts and Social Sciences. The final decision on an appeal will be made by the Dean of Graduate Studies.

#### Graduate Student Advisement

The Department chair or the coordinator of the MPA program advises all incoming students during their first semester of enrollment. Each student is then assigned to a faculty advisor for the remainder of their academic career. The advisor will help the student plan a program of study consistent with the student's field and goals and will approve all course selections prior to registration. Students are free to discuss courses and career options with any member of the faculty, but their advisement forms should be signed by the designated faculty member. Students may request a change in advisors by contacting the chair in writing. If the request is granted, the student and the advisors will be notified in writing.

In the spirit of continuous quality improvement, students evaluate advisement annually. Their observations are used to improve the advisement process.

#### New Student Orientation

Appropriate orientation to a new graduate program is an important key to success in graduate studies. All incoming MPA students are required to participate in scheduled group orientation programs held at the beginning of the semester and throughout the first year of enrollment (18 hours). Many questions about the program and institutional resources are addressed in the orientation sessions. Individual faculty members also schedule library and computer systems orientations for students in introductory classes.

#### Non-Academic Suspension

Students are expected to conduct themselves in accordance with the standards of the student code of conduct at Savannah State University. The University reserves the right to exclude at any time any student whose conduct is deemed improper or unethical, detrimental to the welfare of the college community. Faculty or fellow students in the MPA Program may initiate charges against a current student by filing a written charge with the Office of the Vice President for Student Affairs.

#### Transfer Credits

Up to nine graduate semester credit hours may be transferred from a graduate institution accredited by a regional accrediting body, if the student has earned a "B" or better in each course within the past five years. The student requesting transfer credit must provide a copy of the following information for each course for which transfer credit is requested: the name of the course; catalog description; course syllabus; a letter of recommendation of the Dean or the Dean's designee related to the student's status during enrollment at the previous or current graduate program.

#### Internship

The internship requirement is common among universities and colleges granting degrees in public administration and related fields that require the student to have practical field experience. The public service internship is an integral part of the student's professional education because it provides students with opportunities to apply knowledge and skills acquired in the course work phase of the program. Pre-service students may be assigned to the professional positions in the public or non-profit sectors, and their job performance is evaluated periodically by their agency supervisor, in consultation with the internship coordinator. At Savannah State University, in-service students are exempted from the 300-hour internship. An in-service student is a student who, at the time of the internship assignment, is holding a job that requires at least a bachelor's degree for entry, and who has held that job for at least one year. Students must have completed the core requirements and have a grade point average of 3.0 in the MPA program before enrolling for credit in the internship. Students in the Fast Track program will complete two internship experiences, one in the semester following receipt of the bachelor's degree (minimum of 120 hours) and the second after completing the core courses.

#### Student Outcomes Assessment

The Master of Public Administration Program is committed to offering a high quality educational experience. Students are expected to participate in a variety of methods used to assess learning outcomes.

# Master of Science in Marine Sciences

## Application Requirements

A complete application for admissions consists of a completed application form, statement of purpose (more than 500, less than 1000 words, please), two official copies of all transcripts or date they were requested, official Graduate Record Exam (GRE) scores, three letters of recommendation (enclosed in sealed envelopes), and Certificate of Immunization for students who would reside on campus.

## Admissions

### Regular Admission

Applicants may be granted regular admission provided they have met the following requirements:

- An undergraduate degree from an accredited college on file in the Office of Graduate Studies and Sponsored Research
- An acceptable grade point average (3.0 preferred\*)
- Acceptable combined Verbal and Math GRE scores (1,000 preferred\*)

MSMS Admissions Committee evaluates all scores (GRE, GPA, letters of recommendation, essay) in admissions decisions.

### Provisional Admission

Applicants who do not meet the requirements for regular admission may be considered for provisional admission. Provisionally admitted students are allowed to take a total of up to nine hours of graduate credit. If requirements for full admission are met prior to completion of nine credit hours and the student has demonstrated progress in their thesis research, the Provisional Status Review Committee can recommend full admittance before nine credit hours have been earned. If requirements for full admission have not been met and/or significant progress in thesis research has not been demonstrated by the time nine credit hours have been received, the Provisional Status Review Committee can recommend removal of the student from the program.

### Mechanisms for Change of Admission Status from Provisional to Regular

After at least eight but no more than nine credit hours of study within the MSMS Program, the Provisional Status Review Committee must make a recommendation to the Coordinator for full admission or removal of the student from the program. All provisional students are required to submit progress reports to the Provisional Status Review Committee on the second Monday of every December and May and the last Monday of July. See the Provisional Document for details of the progress report contents.

To be considered for removal from provisional status, a student must maintain a B average in all graduate courses taken in the MSMS Program and obtain a grade of B or better in all core courses. Additional requirements may apply depending on reasons for admittance with provisional status.

### Non-Degree (Special) Admission

Non-degree students can apply up to eight semester hours of graduate credit taken at SSU to the MSMS program curriculum requirements if they are admitted to the program. Only six semester hours of approved graduate coursework not taken at SSU may be applied to the MSMS program curriculum requirements.

## Transfer Credits

No more than six semester hours of graduate credit taken at another university or eight semester hours of graduate credit taken as a non-degree student at SSU may be applied toward the MSMS degree. Courses must have been passed with a B or better and must be approved by the students' thesis committee prior to the thesis proposal defense.

## Timing of Admission

Admission in the fall semester is preferred in order to facilitate the proper course sequence and the establishment of a cohort of students for peer support. Admission in the spring semester will be considered, but course eligibility may be limited due to lack of prerequisites (e.g. core course MSCI 5201 General Oceanography is offered in the fall semester and is a suggested prerequisite for core course MSCI 5202 Coastal Oceanography, which is offered in the spring). Also, student support (fellowships and assistantships) typically are not initiated in the spring semester.

## Orientation

New students will be provided with all of the policies, procedures, forms and information necessary to complete the degree no later than the first day of classes of the first semester of enrollment in the program.

## Enrollment Requirement

Unless an admitted graduate student does not plan to be on campus for services of any kind (including meetings) the student must enroll in at least 1 unit of credit (typically Directed Research if all other coursework is completed) each semester excluding summer

## Enrollment and Readmission

A graduate student who does not register in the semester for which they were accepted or who has not been enrolled for a period of two semesters will be classified as inactive. To resume graduate study, the student must reapply for admission using a special form (not the original process) available from Graduate Studies Office. A graduate student does not need to be enrolled in the semester in which they apply for candidacy or the semester in which the degree is conferred.

## Program of Study

### Degree Requirements

All students will be required to take the twelve-hour required core curriculum as listed below. This core will provide a strong, broad multidisciplinary investigation of marine sciences with emphasis on coastal environments. Through seminar and technical writing and communication courses, students will investigate marine issues and develop professional skills in critical thinking, logical interpretations and professional-quality presentations. With this common core background, the program of study provides three major tracks: Track 1 – Traditional Marine Science Research, Track 2 – Applied Marine Sciences, and Track 3 – Professional Advancement. Each track, chosen by the student in consultation with an advisor and committee, has specific curriculum requirements as well as options for courses within three curricular areas: a) Policy and Law, b) Research Tools, and c) Science.

**Track 1-Traditional Marine Science Research**, is designed for students: a) who plan to obtain a M.S. degree in Marine Sciences and continue into a Ph.D. program, or b) who wish to obtain a traditional research-based MS degree. Curriculum emphasis in this track is on science and original research.

**Track 2-Applied Marine Sciences**, is designed for students who wish to obtain a MS degree in Marine Sciences which provides them with the opportunity to learn and develop scientific skills applicable to marine

science related industries, resource management, fisheries, aquaculture, and research. Curriculum emphasis in this track is on the acquisition of research tools and applied skills.

**Track 3-Professional Advancement**, is designed for students who are presently employed in a related field and wish to earn a master's degree in Marine Sciences for possible professional development and advancement (e.g. students presently employed as teachers; federal, state and local government agency personnel, and persons currently working in industry and the private sector). The curriculum in this track requires the student to take courses from all three curricula areas and allows additional flexibility for additional courses, which are most applicable to his/her particular professional development needs.

### General Requirements

Each Track requires 30 semester hours of graduate level coursework in addition to six credit hours of thesis research and preparation. An undergraduate calculus course with a grade of 'C' or better is required prior to taking MSCI 5202 Introduction to Coastal Oceanography and an undergraduate statistics course with a grade of 'C' or better is required prior to taking MSCI 5560 Advanced Environmetrics. Undergraduate courses cannot be applied for credit toward the degree. An advisor and an advisory committee will guide each student.

#### Required Core for all tracks – (12 semester hours)

MSCI 5201	General Oceanography	4 hours
MSCI 5202	Coastal Oceanography	4 hours
MSCI 5401	Technical Writing and Communication	3 hours
MSCI 5402	Research/Marine Science Seminar	1 hour

#### Additional course requirements for Track I – Traditional Research: Course Requirements

MSCI 5560	Advanced Environmetrics	3 hours
At least one course from "Policy and Law"		
At least one course from "Research Tools"		
At least two courses from "Science"		
MSCI 7991	Thesis I	3 hours
MSCI 7992	Thesis II	3 hours

#### Additional course requirements for Track II – Applied Science: Course Requirements

MSCI 5560	Advanced Environmetrics	3 hours
At least one course from "Policy and Law"		
At least two courses from "Research Tools"		
At least one course from "Science"		
MSCI 7991	Thesis I	3 hours
MSCI 7992	Thesis II	3 hours

#### Additional course requirements for Track III – Professional Advancement: Course Requirements

At least one course from "Policy and Law"		
At least one course from "Research Tools"		
At least one course from "Science"		
MSCI 7991	Thesis I	3 hours
MSCI 7992	Thesis II	3 hours

#### Policy and Law

MSCI 5601	Introduction to Environmental Permitting and Processes	3 hours
MSCI 6310	Scientific Ethics	3 hours
MSCI 6323	Coastal Law and Policy	3 hours
MSCI 6324	Coastal Zone Management	3 hours
MSCI 7344	Fisheries Management	3 hours

#### Research Tools

MSCI 5560	Advanced Environmetrics	3 hours
MSCI 6542	Fisheries Population Dynamics	3 hours
MSCI 6546	Mariculture	2 hours
MSCI 6550	Analytical Techniques in Seawater, Sediments and Soils	3 hours
MSCI 6552	Marine Biotechnology	4 hours
MSCI 6562	Remote Sensing	3 hours

MSCI 7527	Coastal Environmental Certifications	3 hours
MSCI 7564	Geographic Information Systems and Database Management in Coastal Studies	4 hours
MSCI 8822	Advanced Methods of Quantitative Analysis	3 hours

#### Science

MSCI 5501	Fish Ecology	3 hours
MSCI 6201	Marine Ecology	3 hours
MSCI 6202	Advanced Oceanography	3 hours
MSCI 6530	Research Methods in Marine Ecology	
MSCI 6550	Analytical Techniques in Seawater, Sediments and Soils	3 hours
MSCI 6552	Marine Biotechnology	4 hours
MSCI 6562	Remote Sensing	3 hours
MSCI 6725	Coastal Wetland Ecology	3 hours
MSCI 6726	Coastal Botany	4 hours
MSCI 6745	Aquatic Pathology	4 hours
MSCI 6747	Marine Mammalogy	3 hours
MSCI 6781	Benthic Ecology	3 hours
MSCI 7527	Coastal Environmental Certifications	3 hours
MSCI 7562	Advanced Seminar in Remote Sensing	3 hours
MSCI 7600	Oceanic Change	3 hours
MSCI 7728	Coastal Processes	3 hours
MSCI 7743	Fisheries Oceanography	3 hours
MSCI 7754	Marine Biogeochemistry	3 hours
MSCI 7782	Marine Microbial Ecology	3 hours
MSCI 7783	Water Column Ecology	3 hours

#### Other Courses

MSCI 7801	Directed Research	1-3 hours
MSCI 7851	Special Topics	1-3 hours
MSCI 7991	Thesis I	3 hours
MSCI 7992	Thesis II	3 hours

## Grade Requirements and Qualifying Examinations

### Scholastic Warning/Academic Probation

A regularly admitted graduate student whose GPA falls below 3.0 in a given semester will receive a letter of scholastic warning from the University placing the student on Academic Probation.

### Academic Termination

The following are grounds for Academic Termination from the graduate program:

A provisionally admitted student fails to achieve a 3.0 GPA after nine semester hours of course work.

A regularly admitted student who is on academic probation fails to achieve a 3.0 GPA after nine additional semester hours of course work.

*NOTE: With the exception of core courses any students who have provisional status, the number of C's a student earns during their course is irrelevant as long as a cumulative 3.0 GPA is maintained.*

All students in the MSMS Program are expected to complete the four core courses (listed below) with a grade of B or better.

#### MSMS Core Courses:

MSCI 5201	General Oceanography	(3-1-4)
MSCI 5202	Coastal Oceanography	(3-1-4)
MSCI 5401	Technical Writing and Communication	(3-0-3)
MSCI 5402	Research/Marine Science Seminar	(1-0-1)

Students who receive grades of B or better in the core courses need not take a qualifying exam. They should, however, be prepared to answer integrative questions on concepts presented in the core courses at their defense in addition to questions specific to their thesis research.

If a student fails to achieve a grade of B or higher in one of the MSMS core courses, he/she will have one opportunity to pass a written qualifying exam in that core area. The exam will be designed by the professor(s) who taught the core course in which unsatisfactory progress was made and will be designed to test competency in that core area. It is the responsibility of the student to seek guidance on preparing for the exam from the relevant faculty member(s).

Scheduling of qualifying exams will be done by the MSMS Program Coordinator in conjunction with relevant faculty members and students. Qualifying exams will be offered once per semester. The exam should be scheduled no earlier than one month after the receipt of the unsatisfactory grade (< B) to ensure ample preparation time. The qualifying exam should also be offered well in advance of the start of the semester in which the relevant course(s) will next be taught.

The qualifying exam will be in written format with approximately one-half day allotted per exam.

The qualifying exam will be initially evaluated by the course instructor. If it falls into a potentially failing category based on the instructor's evaluation, it will be evaluated by no less than three faculty members including the instructor for the course, the thesis advisor, and the coordinator of the program. For cases in which there is overlap (e.g. thesis advisor is coordinator) another faculty member will be selected to serve on the committee.

Students who pass the qualifying exam need not retake the course. If the written exam is not passed prior to the subsequent semester in which the relevant core course is offered, then the student will be required to reenroll in the course and achieve a B or better. Students who do not pass the course the second time with a 'B' or 'A' will be recommended for academic termination from the degree program.

### **Graduate Student Advisement**

A temporary advisor and the thesis advisor must be a member of the graduate faculty at SSU. In the case of co-thesis advisors, one must be a full graduate faculty member. An advisory committee consists of at least three advisory members, of which at least two are graduate faculty members based at Savannah State University. A "proposal of research" must be submitted by the student and approved by the student's advisor and advisory committee.

### **Financial Assistance**

Applicants and students may apply for financial assistance in the form of Research Fellowships, Graduate Assistantships, research awards, and travel awards. See a marine science faculty member to inquire further about funding opportunities.

### **Thesis Proposal**

The thesis proposal must be presented to and approved by the thesis committee in the form of a formal written document and an oral presentation. This must be done by the end of the 2<sup>nd</sup> semester of study (e.g. 1<sup>st</sup> Monday of May for those entering in the fall semester) for full-time students. The timeline for part-time students is at the discretion of the advisor and committee. The proposal should clearly describe the problem or questions to be addressed by the research with clearly stated hypotheses, the methodology to be used, a preliminary literature review, and a timeline for project completion. A statement of needed equipment, supplies, and travel required for the project and how these items will be

funded should also be included. This document is not meant to restrict the student from pursuing different avenues as opportunities arise within their research, but to provide a clear initial guideline for the committee's input and approval. Once the thesis proposal and the initial draft of the "Application for Candidacy" form (see below) including curriculum track and courses (see Plan of Study Approval below) are approved/signed by the committee, a student is eligible to enroll in Thesis I.

### **Plan of Study Approval**

At the time that the thesis proposal is presented to the thesis committee the 'Thesis Proposal Defense and Candidacy Qualification Form' should be presented to and approved by the committee. This ensures that the courses taken by a student are approved by the committee as relevant to their particular needs and goals and that the student is on track to graduate in a timely manner. This document is to be submitted to the MSMS Program Director with an attached copy of transcripts (official or unofficial) from SSU graduate study and transcripts from any off campus graduate work to be applied to the degree. Deviations from this initial plan of study may occur due to restrictions in course offerings. If this occurs, the advisor and committee must approve the revised plan of study and the advisor must initial any course substitutions made on the original "Application for Candidacy Thesis Proposal Defense and Candidacy Qualification Form" form prior to course registration. The form can then be updated, printed again, and used as the official Application for Admission to Candidacy for the Master's Degree (see below).

### **Thesis Defense**

The thesis defense shall consist of two parts: 1) an oral presentation open to the public with a question and answer period; followed by 2) a thesis evaluation attended only by the committee members and the student. The oral presentation must be advertised two weeks in advance. The purpose of the private thesis defense is mainly, but not exclusively, to address any outstanding concerns based on the oral presentation, to review substantive changes to the penultimate draft submitted before the defense; and to ask questions that will help determine the readiness of the student to graduate. The committee can set future writing deadline(s) to assist student in graduating on time. Scheduling a defense before the graduation deadline does not ensure that the candidate will graduate as all committee members must sign the thesis cover page attesting that they approve the final written version.

In the event of an unforeseen circumstance whereby one of the thesis committee members is unable to participate in the thesis defense, acceptable alternatives, which must be approved by the thesis advisor and program coordinator, exist to allow the defense to proceed. With approval of the thesis advisor, the student may ask another MSMS graduate faculty member to stand in for the absent member during the defense and sign the thesis defense report form. If such an event renders a committee member unable to remain on the committee, the student may ask another MSMS graduate faculty member to become a committee member (thesis committee form addendum signed by stand in and coordinator is required). Finally, if the committee member who cannot attend the defense is a thesis advisor, the thesis advisor may petition the Dean of Graduate Studies for an extension of the deadline for the defense, if necessary, and allow the student to reschedule the defense.

### **Application for Candidacy**

The Application for Admission to Candidacy for the Master of Science in Marine Sciences Degree form must be submitted by the advisor for processing prior to scheduling of thesis defense.

All degree program forms and instructions are available online.

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### **Thesis and Defense Deadlines**

The thesis defense which includes a public presentation of thesis in seminar series format followed by a thesis committee meeting must be scheduled no later than six (6) weeks prior to the date graduating students' grades are due in the registrar's office (see academic calendar).

A penultimate draft of the thesis must be submitted to thesis committee members no later than three (3) weeks prior to the scheduled thesis defense date. The penultimate draft is the next to final version in a series of versions of the thesis which the thesis committee has reviewed. The final version is the one containing the signed thesis signature page that will be submitted to the Dean of Graduate Studies.

For information on thesis processing and questions concerning the Thesis Guide contact the Dean, Office of Graduate Studies and Sponsored Research.

## Master of Science in Urban Studies and Planning

The program introduces students to a variety of issues facing urban areas through a multi-disciplinary framework while building a firm theoretical and practical expertise in urban planning, urban politics, economic and community development, historic preservation, public management and urban fiscal.

### Suggested Course of Study for Master of Science Urban Studies and Planning (Full-Time Graduate Student)

#### 1st Semester – 1st Year

Methods of Urban Research	(3-0-3)
History of American Urbanization	(3-0-3)
Introduction to Public Policy	(3-0-3)

#### 2nd Semester – 1st Year

Statistical Methods for Urban Analysis	(3-0-3)
Introduction to Planning	(3-0-3)
Computer Applications for Urban Information Systems	(3-0-3)

#### 1st Semester – 2nd Year

Public Finance and Economics	(3-0-3)
Electives (2 courses)	(6-0-6)

#### 2nd Semester – 2nd Year

Electives (1 course)	(3-0-3)
Field paper or Master's Thesis	(6-0-6)

### Special Requirements for All MSUSP Students

Students have the option of completing a field research paper or a master's thesis. A student should make the decision concerning the track they wish to pursue after completing all required courses in the MSUSP program. A student may change their track with the permission of their advisor and the program coordinator. Completion of the field research track consists of the identification of a current issue in urban studies and the completion of a paper that directly addresses the issue. The master's thesis track consists of completing an original research project under the guidance of a faculty advisor. Unless the student has received special permission, no student will be allowed to receive credit for master's thesis without completing their required courses and at least two elective courses. All students must select either a Field Research or Thesis advisor with approval by the program coordinator. The principal advisor must serve as a faculty member for the MSUSP program. The program reserves the right to select an advisor if the student is unable to make a decision within a required time period. Students who opt for the thesis are responsible for selecting a principal advisor from among the faculty teaching within the program.

#### Master's Thesis (Option A)

The master's thesis consists of the completion of an original research project under the direct supervision of an advisor chosen by the student with the approval of the program coordinator. In order to receive 6 hours credit for the master thesis, students who enroll in the thesis track must complete and defend a master-level thesis paper. Thesis students will enroll for the thesis credit and meet with their thesis advisor on a regular basis. They will also be required to participate in an oral defense of the thesis. The master thesis must be defended before a committee of three persons, two of whom must be faculty members associated with the MSUSP program. A third person may be chosen as a committee member who meets one of the following criteria: (1) the committee member must possess the terminal degree in their field of study or (2) has other expertise in the area of urban studies. The program coordinator reserve

the right of approval on all committee members.

#### Field Research (Option B)

The field research option consists of identifying a contemporary topic influencing the field of Urban Studies and Planning and producing an applied research paper. The topic must be placed within an academic context and consist of an original project design, policy analysis, evaluation or another project with approval from the student's advisor. The research must demonstrate the student's ability to apply the basic theories of urban studies and planning and research methodology to the appropriate topic.

Admittance into the field research class is dependent upon the prior selection of an advisor and approval of the proposed topic. The final paper must be defended before a committee of three faculty members, one of whom may be from another academic department, or otherwise considered an expert in the field of Urban Studies and Planning. The committee members must possess the terminal degree in their field of study or have other expertise in the area of urban studies. The program coordinator reserve the right of approval on all committee members. The defense of the field research paper will consist of defending the paper's subject matter along with assessing the student's grasp of other relevant information about the field of Urban Studies and Planning.

### Requirements for Admission

Persons seeking admission to the MSUSP program must hold a baccalaureate degree from an accredited institution, with a minimum 2.6 cumulative grade point average, and show promise of high quality work on the graduate level. Applications are reviewed by an Admissions Committee which scores each application. Scores are based on both qualitative and quantitative assessments of a student's ability to succeed in graduate school. Only completed applications are reviewed by the Admissions Committee.

#### Regular Admission

- official transcripts from all undergraduate and graduate schools attended
- minimum GPA of 2.60 on a 4.0 scale (or its equivalent if degree is from a foreign institution)
- submission of current scores on the GRE or any other standardized graduate school exam
- at least 3 letters of recommendation- letters should reference the applicant's ability to complete graduate school, supervisors should discuss how current work or experience will enhance the applicant's ability to complete graduate school, or contribute to the organization.
- current resume (highlight relevant work experience, if any)
- a one thousand word essay on one of the following:
  - a current problem facing urban America
  - purpose for attending graduate school for urban studies degree

#### Provisional Admission

Students admitted provisionally will be reviewed after the completion of 9 semester hours to determine if their status should change from provisional to regular student.

#### Transfer Credit

Students are permitted to transfer 9 credit hours from another graduate institution, provided the transferred courses are equivalent to a MSUSP course offered at Savannah State University.

#### Probationary Status

Any student enrolled in the MSUSP program whose overall grade point

average falls below 3.0 in any semester will be considered to be in probationary status. MSUSP students that are in a probationary status are advised to not enroll the semester following their probationary status. However, after one semester of absence students are permitted to request re-admission into the MSUSP program and will be required to attain a minimum GPA of 3.0 within the next nine semester hours.

## Program of Study

### Core Requirements (27hours)

MSUS 8810	History of American Urbanization	3 hours
MSUS 8820	Methods of Urban Research	3 hours
MSUS 8821	Statistical Methods for Urban Analysis	3 hours
MSUS 8830	Introduction to Planning	3 hours
MSUS 8840	Computer Applications for Urban Information Systems	3 hours
MSUS 8850	Public Finance and Economics	3 hours
MSUS 8864	Introduction to Public Policy	3 hours
MSUS 8880	Master Thesis or MSUS 8876 Field Paper	6 hours

### Electives

Students need to choose a minimum of three courses from the following elective courses:

MSUS 8801	Classic of Urban Politics	3 hours
MSUS 8803	State and Local Government	3 hours
MSUS 8806	Minority Group Politics	3 hours
MSUS 8807	Historic Preservation	3 hours
MSUS 8808	Politics of Poverty	3 hours
MSUS 8809	Policy Advocacy and Empowerment	3 hours
MSUS 8823	Urban Development Process	3 hours
MSUS 8824	Urban Development Finance	3 hours
MSUS 8851	Seminar in Urban and Regional Planning	3 hours
MSUS 8852	Urban Geography	3 hours
MSUS 8854	Housing and Community Development	3 hours
MSUS 8855	Population Growth and Residential Development	3 hours
MSUS 8856	Transportation and Urban Development	3 hours
MSUS 8857	Environmental Issues and Waste Disposal	3 hours
MSUS 8860	Race, Ethnicity and Gender in Urban Development	3 hours
MSUS 8861	History, Scope and Practice of Public Administration	3 hours
MSUS 8862	Organizational Theory	3 hours
MSUS 8863	Industrial/Organizational Psychology	3 hours
MSUS 8865	Urban Policy and Administration	3 hours
MSUS 8866	African-American Administrators in Urban Bureaucracy and Public Policy	3 hours
MSUS 8867	Conflict Resolution	3 hours
MSUS 8874	Urban Design Seminar	3 hours
MSUS 6000	Special Topics	
MSUS 6100	Independent Study	

# Master of Social Work

## A University Center of Excellence

The Master of Social Work (MSW) Program is accredited by the Council on Social Work Education. The MSW program is designed to prepare students for entry into advanced social work practice. The 60 credit-hour degree program consists of a foundation curriculum which provides knowledge, values, and skills common to generalist social work practice, concentration courses in clinical practice or social administration, and three field practicum courses which are designed to enhance the core competencies in the foundation and concentration areas. Students must declare a concentration within the first semester of full-time enrollment or within two semesters of part-time enrollment. The Department was selected by the University's faculty and administration as a Center of Excellence for the University.

### Mission Statement

The mission of the Department of Social Work is to prepare students to excel in social work practice. The MSW program builds on the generalist foundation and prepares students for advanced practice in Clinical Social Work and in Social Administration. The department promotes student focused learning, affirms the African American legacy and fosters a unique multicultural environment through the MSW curriculum and advocacy roles in community change. The department graduates students who are culturally competent to practice social work in rural, urban, and global settings.

### Admission Requirements

- Admission to the MSW program is on a selective basis. Prospective students apply to the Graduate Admissions Office. The completed application is sent to the Social Work Admissions Committee for evaluation. The committee makes its recommendations to the MSW Program Coordinator. Completed admission applications are evaluated according to the following criteria:
- A baccalaureate degree from an accredited college or university with liberal arts courses from the social sciences, behavioral sciences, natural sciences, biological sciences, and humanities
- Grade point average (GPA) of 2.8 on a 4.0 scale for regular admission
- Grade point average (GPA) of 3.3 on a 4.0 scale for Advanced Standing
- Minimum GRE score of 3.0 in Analytical Writing portion, minimum 850 overall score
- Official transcript(s) direct from all colleges/universities attended
- Official Graduate School Application with Directed Essay
- Three letters of reference (academic and/or professional persons)

**An in-person interview is scheduled when determined by the admissions committee.**

### Regular Full Time Admission

Regular admission requires students to satisfy the GRE (3.0/850) and GPA (2.8) requirements. This is a two-year 60 credit hour program with students completing 15 credit hours per semester. The Full Time curriculum begins in the fall semester. MSW students must earn at least 33 semester hours at Savannah State University in the MSW Program.

### Advanced Standing Admission

Only students who have earned the Bachelor of Social Work (BSW)

degree from a CSWE accredited program within the last five years are eligible for the Advanced Standing admission. Students must satisfy the GRE (3.0/850) and the GPA (3.3) requirements. The Advanced Standing curriculum begins in May. Students admitted into the Advanced Standing program who fail to earn a grade of B in any course will be removed from Advanced Standing. The student may be given the option of continuing in the regular two-year MSW degree program. The student will not be allowed back in the Advanced Standing curriculum. Advanced Standing requires a total of 41 credit hours and is completed within 12 months.

### Part Time Admission

Part Time admission is available for students who want to earn the MSW degree. The curriculum is designed for students to complete the degree within 3 ½ years. The Part Time curriculum begins in the summer semester. Students are strongly encouraged to remain with the Part Time curriculum once admitted.

### Provisional Admission

Applicants who want to obtain the MSW degree, but do not fully satisfy the requirements for admission may be given consideration for provisional admission status. Provisional Admission may be granted to applicants whose GRE analytical writing score and/or GPA fall below the minimum required for admission. The student must earn a grade of B in each course during the first semester of enrollment in order to remain in the MSW Program.

### Transfer Credit

The Department of Social Work may accept up to 27 credit hours for transfer. MSW students must earn at least 33 semester hours at Savannah State University in the MSW Program. Transfer credit may be granted if the applicant meets the following:

- All admission requirements for the MSW Program and Savannah State University Graduate School requirements
- MSW course(s) completed in a CSWE approved program within the last five years
- A minimum grade of "B" earned in each course for transfer credit
- Inclusion of catalog description for each requested course for transfer credit
- Course outline or syllabus, including bibliography for each requested transfer course
- A letter of recommendation from the Chair of the Department related to the student's enrollment status at the previous or current Social Work Program.

### Termination for Academic and Non-Academic Reasons

In terminating a Master of Social Work Student for Academic and Non-Academic reasons, the Department of Social Work follows the University procedures as outlined in the University Catalog, the MSW Student Handbook, the Graduate Catalog, and the University Student Conduct Code. These documents contain the established policies and procedures for handling cases, instances and grievances related to failure to maintain academic standards, academic misconduct and violation of the student conduct codes.

It is the goal of the Department of Social Work to select students and operate in a proactive manner to minimize the acceptance of students who are later determined to be unsuitable for the profession. It is recognized, however, that in spite of the most conscientious screening efforts by the Admissions Committee and the faculty group process, there may be instances in which an applicant is later determined to be unsuitable for the profession. Issues related to violation of the NASW Code of Ethics, emotional immaturity, and/or lack of professional development, exhibited in the academic environment of the field

practicum will be investigated by the Performance Review Committee appointed by the MSW Program Coordinator or Director of Field Education in consultation with the Department Chair. The Performance Review Committee assesses whether the events, situations, and/or behaviors indicate current or potential problems/harm or danger for the student, Department, College, University, client, agency, colleagues, and/or the community.

### Suspension

Students are expected to remain in good standing in the MSW Program. To be in good standing, a graduate student must maintain a cumulative point-hour of 3.0 or better in all graduate credit courses, and reasonable progress toward graduate program requirements. A student who fails to maintain reasonable progress is subject to review by the Social Work Performance Review Committee, appointed by the MSW Program Coordinator in consultation with the Department Chair, and may be denied further registration in social work courses.

**Academic credit for life and previous work experience is not considered in whole or in part or 'in lieu of the above admissions' requirements or in lieu of any courses for field practicum requirements.**

### Orientation

A required orientation to the MSW Program is held at the beginning of the fall semester for Full Time students and the beginning of the summer semester for Part Time and Advanced Standing students during the registration period. All MSW students are required to attend orientation.

### Dual Concentration

Students are permitted to pursue a Dual Concentration. The Dual Concentration allows students the option of taking three (3) additional core concentration courses (9 credit hours) from the Clinical concentration or the Social Administration concentration.

### Field Practicum

Field practicum is an integral part of social work education. The experience offers an opportunity for students to integrate and apply theoretical knowledge and social work practice skills in diverse human service settings under the instruction of approved agency based social workers. Field placements are typically during day hours and not evenings or weekends.

MSW students must complete 1000 clock hours of field practicum for a total of 18 semester credit hours. MSW I students complete a one semester foundation practicum at 20 hours a week for a total of 300 hours (6 credits) for the semester. In the advanced year, MSW II students complete two semesters of concentration practicum at 24 hours a week, 350 hours per semester for a total of 700 hours (4 credits per semester). Field practicum is taken concurrently with social work practice classes. In the advanced year, field learning experiences are focused on students' declared concentration (Clinical Practice or Social Administration Practice).

In addition to their field placement hours, MSW students are required to attend a 15 hr seminar course for each semester in field placement.

### MSW I MSWK 6690

MSW students must earn a minimum grade of "B" in Social Work Practice (MSWK 6660) and Cultural Diversity and Social Work Practice (MSWK 6652). Students who fail to earn the minimum grade of "B" in either of these courses will not be eligible for admission to Field Practicum I (MSWK 6690). Students must earn a "B" or above in the foundation practicum course (MSWK 6690) in order to advance to the

Concentration year. Students who fail to earn a "B" or above in a second attempt will be dismissed from the MSW program.

### MSW II MSWK 6790 and 6791

Students must earn a minimum grade of "B" or above in their Concentration practicum (MSWK 6790 and MSWK 6791). Students who fail to earn a "B" or above in either of the Field Concentration practicum courses will be called for a Performance Review. If a student is given an opportunity to retake the Concentration practicum and fails to earn a "B" or above, the student will be dismissed from the MSW program.

## Master of Social Work Curriculum

<b>Foundation</b>		<b>33 hours</b>
SOWK 5501	Law, Race and Poverty in the Welfare of Children (Required for First Year IV-E Child Welfare Recipients)	3 hours
MSWK 6600	Advanced Standing Integrative Foundation (Required for Advanced Standing Students Only)	5 hours
MSWK 6650	Human Behavior and the Social Environment I	3 hours
MSWK 6651	Human Behavior and the Social Environment II	3 hours
MSWK 6652	Cultural Diversity and Social Work Practice	3 hours
MSWK 6660	Social Work Practice with Individuals and Families	3 hours
MSWK 6661	Social Work Practice with Groups, Communities, and Organizations	3 hours
MSWK 6670	Research Methods I	3 hours
MSWK 6680	Social Welfare Policy and Services	3 hours
MSWK 6690	Field Practicum I	4 hours
MSWK 6782	Advanced Policy and Planning Electives	3 hours
	Policy Practice Cognate Elective (Select One)	
MSWK 6675	Advocacy and Service Delivery Child and Welfare	3 hours
MSWK 6685	Gerontological Policy and Practice	3 hours
MSWK 7000	Military Social Work	3 hours
<i>Choose one concentration:</i>		
<b>Clinical Social Work Concentration</b>		<b>33 Hours</b>
MSWK 6750	Clinical Practice I	3 hours
MSWK 6751	Clinical Practice II	3 hours
MSWK 6752	Crisis Intervention and Brief Therapy	3 hours
MSWK 6762	Mental Health Issues with Adults: Psychopathology	3 hours
MSWK 6760	Research Methods II	3 hours
MSWK 6790	Field Practicum II	4 hours
MSWK 6791	Field Practicum III	4 hours
MSWK 6805	Integrative Seminar Electives	3 hours
<b>Social Administration Concentration</b>		<b>33 Hours</b>
MSWK 6780	Social Administration I	3 hours
MSWK 6781	Social Administration II	3 hours
MSWK 6834	Public Budgeting and Finance	3 hours
MSWK 6762	Mental Health Issues with Adults: Psychopathology	3 hours
MSWK 6760	Research Methods II	3 hours
MSWK 6790	Field Practicum II	3 hours
MSWK 6791	Field Practicum III	4 hours
MSWK 6805	Integrative Seminar Electives	4 hours
<b>Total Hours Required for Master of Social Work</b>		<b>60 hours</b>

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# Course Descriptions

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## Masters of Business Administration

### **MBAP 5001 Financial and Managerial Accounting 3 Credits**

This course covers fundamental concepts and procedures of financial and managerial accounting as related to business decisions. Case studies are used to illustrate accounting and ethical issues. Topics include generally accepted accounting principles, international accounting standards, financial accounting procedures, financial reporting, inventory and depreciation methods, cost determination, cost analysis and control.

### **MBAP 5011 Survey of Economics 3 Credits**

This course is designed to introduce the student to the fundamental concepts and principles of micro- and macro-economics.

### **MBAP 5021 Management of Organizations 3 Credits**

The course examines theoretical and practical foundations of managing organizational behavior. Topics discussed include: functions of management, principles of individual and group behavior, human resource management/law, special issues of managing behavior in organizations including quality of work life, and ethical and social responsibility.

### **MBAP 5031 Quantitative Data Analysis 3 Credits**

This course focuses on the following topics (1) graphical and arithmetic description of data, (2) the use of computer software in solving statistical problems, (3) the theory of probability, (4) probability distributions and sampling distributions, (5) estimation and hypothesis testing, and (6) an introduction to regression analysis.

### **MBAP 5041 Survey of Marketing 3 Credits**

The course provides a survey of marketing that examine the role of marketing in business and society. Topics of study include marketing ethics, the marketing environment, identification and analysis of present and potential consumers; and product development, distribution, pricing and promotional strategies from both global and domestic perspectives.

### **MBAP 5051 Corporate Finance 3 Credits**

The course is a graduate-level introduction to finance for managers who are required to possess a basic understanding of finance and financial management. This course is designed as an introduction to finance via conceptual thinking, basic financial analysis, financial calculations, and capital markets. The basic concepts of financial analysis, the time value of money, security valuation and rates of return, cost of capital, and capital budgeting are covered. Students will learn how capital markets function, what different securities and financing instruments exist, and how to manage cash flow. Credit, risk, working capital, leverage, forecasting and the analysis of financial statements and ratios are given particular attention. Projects and current events are used throughout the course to provide students with hands on experience in the use and application of financial tools.

### **MBAP 6011 Statistics and Quantitative Methods 3 Credits**

The emphasis of this course is the appropriate choice of and appropriate use of quantitative methods for making business decisions. Tools covered include probability, hypothesis testing, analysis of variance, correlation, advanced regression with time series data, forecasting, linear programming, decision analysis, and simulation.

*Prerequisites: MBAP 5051 or BUSA 2182 and MGNT 3185*

### **MBAP 6021 Management Information Systems 3 Credits**

The course is a study of the efficient and effective development and use of information systems and computer technology in organizations. Topics are covered at the personal, workgroup, enterprise, and global level. Case studies, what-if analysis, decision support tools, and problem solving models are used to clarify concepts. The course will emphasize general and enduring principles for future needs while including specific and practical necessities for present needs.

*Prerequisite: No course pre-requisite. Computer literacy (Microsoft Office) expected.*

### **MBAP 6022 Information Security and Assurance 3 Credits**

The course is a detailed examination of information security and assurance in the context of business and customer information systems. Starting with the landscape of digital threats, attack, adversaries, and security needs, the course then covers technologies, strategies and practices (threats modeling, risk assessment, attack trees, etc.) needed for information security and assurance in the business context. Includes intellectual property, privacy, and ethics issues.

*Prerequisite: MBAP 6021*

### **MBAP 6031 Accounting and Decision Making 3 Credits**

*Prerequisite: MBAP 5001*

### **MBAP 6032 Taxation for Decision Makers 3 Credits**

Taxation for Decision Makers offers an alternative to the traditional approach to taxation study by placing an emphasis on tax planning and coverage of all business entities. By focusing on the effect taxes have on business strategy planning decisions, it balances good technical data with real-world outcomes and strategies.

*Prerequisite: MBAP 6031*

### **MBAP 6041 Organizational Theory and Behavior 3 Credits**

This course will provide the student with knowledge of a variety of topics in organizational behavior and organizational theory, including human behavior at the level of the individual, the small group, and in organizations. Organizational structure is examined, as well as individual and cultural differences, group dynamics, power distribution, structure, environment, and technology are discussed in relation to the effectiveness of organizations.

### **MBAP 6042 Health Care Management 3 Credits**

This course provides and introduction to the various components of the United States health care system. The intent of the class is to give practicing healthcare managers the tools necessary to function as administrators in a variety of health care settings. Contemporary management theory will be discussed and integrated into current healthcare management practice.

*Prerequisite: MBAP 6041*

### **MBAP 6051 Economic Analysis for Managers 3 Credits**

Introduce the student to the application of microeconomics theory and economic reasoning to the managerial decision making. The student will learn the tools and the economic methodology that will help managers make sound decision making. Topics covered include demand and production analyses; marginal and revenue analyses; price discrimination in various market structures; competitive industry equilibrium; information asymmetry; decision making under uncertainty; oligopoly and game theory; externalities; and the economic issues that face managers in the global economy.

*Prerequisite: MBAP 5011*

### **MBAP 6061 Managerial Finance 3 Credits**

This is a corporate finance course that introduces students to theories and techniques for managing capital sources and uses within the framework of shareholder wealth maximization. Emphasis is placed on understanding and critiquing financial decision-making. Topics include time value of money, financial statement analysis, cash flow determination, capital budgeting techniques, project analysis, stock and bond valuation, risk and return, cost of capital, capital structure, and options. All managers are required to possess a basic understanding of finance and financial management. This course is designed as an introduction to finance via conceptual thinking, basic financial analysis, financial calculations, and capital markets. Projects and current events are used throughout the course to provide students with hands on experience in the use and application of financial tools. This course should provide students with basic financial and math skills and an excellent introduction to financial management concepts.

*Prerequisite: MBAP 5051 or FINC 3155*

### **MBAP 6062 Financial Statement Interpretation and Analysis 3 Credits**

The central theme of the course is “value creation”—the idea of whether a firm truly is creating value (or destroying it) for its shareholders, and how (potential) outsiders may use financial statements to identify value-creating opportunities.

*Prerequisite: MBAP 6061*

### **MBAP 6071 Marketing Management 3 Credits**

This course develops the environmental, managerial, and strategic planning aspects of marketing theory and practice. The characteristics and management of markets are examined in topics that include the marketing environment, components of the marketing mix, market segmentation, and planning. Students gain experience through conducting marketing mix exercises, engaging in marketing simulations, and by producing and presenting actual marketing plans.

### **MBAP 6072 Consumer Behavior 3 Credits**

This course is a study of the many influences on the consumers purchasing decisions. Topics covered include economic, demographic, cultural, social, and reference group influences. The emphasis is on understanding the customer, the concepts underlying target marketing and market segmentation.

*Prerequisite: MBA 6071*

### **MBAP 6081 Current Topics in Economics 3 Credits**

The course topics will be reflective of significant issues (accounting standards, international trade, foreign investment etc) facing American businesses as they compete globally.

### **MBAP 6091 Strategic Management 3 Credits**

The course integrates the subject matter of several disciplines in solving comprehensive, multi-faceted management problems at the strategic, policy-making level of the organization including ethical and international

implications. This course requires a knowledge of accounting, finance, marketing, economics, organizational theory, quantitative and behavioral decision-making, planning, and control methods. The importance of problem identification, strategy formulation, implementation, and evaluation is the focus of the course. This course is the capstone course for graduate business administration students.

## **Master of Public Administration**

### **PADM 6830 History, Scope, and Practice of Public Administration 3 Credits**

An examination of the study and practice of public administration in the United States. It provides a historical account of the evolution and development of the field of public administration as a discipline and a profession.

*Cross-listed as MSUS 8861.*

*(Required of all degree candidates in their first semester of course work.)*

### **PADM 6831 Ethics for Public Administrators 3 Credits**

An exploration of the legal, political, professional, and organizational accountability demands made on administrators and their relationship to ethical decision-making and ethical integrity. The emphasis is on the requirements for ethical behavior and accountability in a democratic society.

### **PADM 6832 Organizational Theory 3 Credits**

A study of formal structure, internal workings, and external environment of complex human behavior within organizations. Surveys classical to contemporary theories of human organization. Emphasis is on the impact of formal and informal structures and processes on the performance of public organizations.

### **PADM 6833 Management of Human Resources 3 Credits**

A comprehensive study of the organization, techniques, and theories of personnel management. The emphasis is on human resource management and its role as a force in addressing the issues of social responsibility and economic equity. Topics include changing composition of the public service work force, affirmative action, comparable worth, position qualification, education and training needs, unions, collective bargaining, and rights of public employees.

### **PADM 6834 Public Budgeting and Finance 3 Credits**

A systematic and comprehensive exploration of the theory and practice of public budgeting and finance in state and local governments. It examines how federal, state and local governments get and spend money. Students develop skills in preparing, managing, and analyzing capital and operating budgets, and using analytical techniques that aid budgetary decision-making.

*Cross-listed as MSUS 8850 and MSWK 6834*

### **PADM 6837 Intergovernmental Relations 3 Credits**

An examination of the interaction of federal, state, and local political systems in the development of public policy. Focus is on the reciprocal influences of local, state, and federal bureaucracies, the grant-in-aid system, revenue sharing, and federal, state, and local policy-making. Roles and responsibilities of federal, state, regional, and local systems are examined from the theoretical and practical perspectives. The course is oriented to urban governments and their interactions with other levels of government.

**PADM 6838 American Public Policy 3 Credits**

An introduction to the study of public policy, including theories of public policy and public choice theory. Focus is on understanding the public policy process at national, state, and local governmental levels.

*Cross-listed as MSUS 8864*

**PADM 6839 Statistical Applications in Public Administration 3 Credits**

A practical discourse emphasizing the use of statistics, computers, and software applications in applied research problems in public administration. A primary goal of this course is the development of basic statistical competency, utilizing problems and cases pertinent to public administrators. The statistical basis of hypothesis testing is covered using both descriptive and inferential statistics, including frequency distribution, central tendency, variability, nonparametric and contingency analysis, multivariate analysis and correlation, analysis of variance, probability, and regression.

*Prerequisite: Undergraduate course in statistics*

**PADM 6840 Research Methods 3 Credits**

A systematic treatment of research as a practical skill for policy analysis, needs assessment, and program evaluation. Emphasis is placed on data sources and data gathering, research models, and research design. This course explores the concepts of measurement, questionnaire design, sampling, hypothesis formulation, coding, quantification of data, conceptual and operational definitions, computer-aided data analysis using statistical packages, and report writing. Students must design and conduct a major research project using the skills acquired.

**PADM 6842 State and Local Government Administration 3 credits**

An examination of state and local government structures, functions, revenue sources, economic development issues, and alternatives available to encourage more effective administration to meet public and private demands. Topics include the place and role of state governments within the federal system and their limitations in the procurements, development, and allocation of resources to meet public demands.

**PADM 6843 Management and Leadership Behavior 3 Credits**

An in-depth focus on skills, knowledge, and abilities of the manager or leader in the public organization. Emphasis is on written, oral, and listening communication skills, conflict resolution, and management of organizational resources.

*Prerequisite: PADM 6830 or permission of the instructor*

**PADM 6844 Seminar in Public Policy Analysis 3 Credits**

An examination of selected public policies and the effects on urban governments using models, theories, approaches, and techniques to analyze public policies. Emphasis is on the policy dimensions of urban systems and their relationship to the social, political, and economic context.

*Prerequisite: PADM 6838 or permission of the instructor*

**PADM 6845 Urban Policy and Administration 3 Credits**

An in-depth probe of the administrative, political, and organizational issues of metropolitan governments. It examines various forms of metropolitan governments, the impact of structure on administration and policy, and major issues of metropolitan governments in the federal system.

*Prerequisite: PADM 6838 or permission of the instructor*

**PADM 6846 Administrative Law 3 Credits**

An examination of the place of law in the formation, articulation, and enforcement of public policy. Emphasis is on the study of the legislative, judicial, and general policy-making powers of administrative agencies and

regulatory commissions, including the procedures for judicial review and administrative action.

**PADM 6847 Seminar in Constitutional Law 3 Credits**

Seminar examines the evolution of federal and state constitutional law and the relationship to public agencies.

**PADM 6848 Contemporary Issues in Public Administration 3 Credits**

Focuses on current issues in public administration and examines the historical and future implications of these issues. Skills are developed in information searches, maintaining currency in the literature of the field and professional areas, and identifying state-of-the-art programs and approaches to administrative issues.

**PADM 6850 Information Resource Management 3 Credits**

Course introduces students to the role of computers in developing and managing information necessary for decision-making in public organizations. It considers the role of new technology in collecting, analyzing, and disseminating information with special attention given to the relationship between these technologies and effective government service, public participation, and organizational accountability. Also considers implications of computer technology, such as privacy control and security.

**PADM 6851 Social Welfare Policy, Planning, and Administration 3 Credits**

A comprehensive survey and analysis of the historical and contemporary issues of social welfare policy-making in the United States and the role of federal, state, and local governments and nonprofit agencies in formulating, funding, and administering social programs.

**PADM 6852 Criminal Justice Administration 3 Credits**

Course surveys the philosophical, legal, sociological, and political aspects of criminal justice administration at the state and local levels. Emphasizes the role of the federal, state, and local governments in formulating, implementing, and evaluating criminal justice systems.

**PADM 6853 Public Service Internship (Pre-service) 5 Credits**

An educational experience requiring students to complete a 300-hour field internship and a major internship paper for which students receive 5 semester credit hours. This course is designed to supplement and reinforce classroom experience by providing students with opportunities to work as participant-observers in governmental and nonprofit agencies.

**PADM 6855 Special Topics in Public Administration 3 Credits**

Topical study of current approaches and issues in public management, including conflict resolution, problem solving, information management, benchmarking, and other emerging innovations in the field and practice of public administration practice.

**PADM 6856 Comparative Public Administration 3 Credits**

Examines comparative approaches to the practice of public administration in the Western and Non-Western world. Public bureaucracies and public policies demonstrate the impact of diverse cultural, historical, and political contexts.

**PADM 6857 Directed Readings and Research 3 Credits**

A supervised reading course in selected fields within public administration. Limited to materials not being covered in a course offered during the same semester.

*Prerequisite: Permission of the instructor*

### **PADM 6858 Seminar in Cultural Diversity 3 Credits**

An exploration of the historical and legal foundations for equal opportunity in employment in the public sector examines the role of cultural difference in the organization. Focus is on managing the diverse work force.

*Prerequisite: PADM 6833 or permission of the instructor*

### **PADM 6859 Legislative Behavior 3 Credits**

Focuses on the legislative bodies in the American federal system and their interactions with the executive and judicial branches. This course also examines the impact of legislative units on public administrators and the conduct of their work.

### **PADM 6860 African-American Administrators in Urban Bureaucracy and Public Policy 3 Credits**

An exploratory course that looks at the contributions and issues facing African-American public administrators in historical and contemporary contexts. Special emphasis is on administrative behavior and style, value orientations, and role expectations, conflicts, and demands.

*Cross-listed as MSUS 8866*

### **PADM 6861 Public Program Evaluation 3 Credits**

An examination of theory and methods of public program evaluation and the politics of program evaluation. Focus is on acquisition of skills in conducting program evaluation, including research design, selecting social indicators, conducting the study, and report writing.

*Prerequisite: PADM 6838 or permission of the instructor*

### **PADM 6862 Public Policy Implementation 3 Credits**

An examination of the way public administrators manage substantive public policy issues, such as housing, social welfare, and education. The focus is on the organizational factors and political issues affecting policy implementation.

*Prerequisite: PADM 6838 or permission of the instructor*

### **PADM 6863 Collective Bargaining in the Public Sector 3 Credits**

An examination of different concepts regarding collective bargaining in the public sector. It includes the historical context of labor relations, collective bargaining process, analysis of issues such as public employee strikes, mediation, fact finding, and arbitration, as well as state and local government employee unionization.

*Prerequisite: PADM 6833 (only for students selecting the Human Resource concentration)*

### **PADM 6864 Public Policy Formation 3 Credits**

An examination of how public policy is formulated at various levels of government in the United States.

*Prerequisite: PADM 6838 or permission of the instructor*

### **PADM 6865 Special Topics in Public Policy 3 Credits**

A focus on selected topics in substantive policy issues.

### **PADM 6869 Decision Sciences 3 Credits**

An introduction to the application of decision-making technologies such as, decision making software (DMS), geographical information systems and software (GIS), and general decision support systems (DSS), to the public sector.

### **PADM 6870 Rights and Basic Needs of Public Sector Employees 3 Credits**

An in-depth analysis of the rights and needs of government employees, including political participation, employment, and privacy on the job. Focus

is also on the off-duty rights of public employees concerning issues of drug testing or sexual behavior.

*Prerequisite: PADM 6833 (for students selecting the Human Resource concentration)*

### **PADM 6871 Organization Behavior 3 Credits**

A study of individual behavior, interpersonal relations, group interactions, and the interplay of human and nonhuman factors. Focus is on the application of theoretical concepts to the practice of public organizations.

*Cross-listed with MSUS 8862*

### **PADM 6872 Human Resource Training and Development 3 Credits**

Seminar prepares students to assess training and development problems in public and non-profit agencies and prescribe appropriate interventions, including training, discipline, job redesign, and new reward systems.

*Prerequisite: PADM 6833 or permission of the instructor*

### **PADM 6873 Strategic Planning and Public Administrators 3 Credits**

A course introducing theories and approaches to long term and short term planning. Focuses on integration of strategic planning into core functions of organizations in the public and non-profit sectors.

### **PADM 6874 Fast Track Internship Experience 1 Credit**

Students in the Fast Track program will enroll in the internship experience in the semester following receipt of the bachelor's degree. Students will complete a minimum of 150 hours in an approved internship.

### **PADM 6876 Capstone Seminar in Public Administration**

This course is a capstone of the student's graduate education and an introduction into the professional practice of public administration. Capstone seminar is for students to demonstrate that they have successfully mastered skills developed during studies in the MPA program. The culminating experience of the course will be the submission of a formally reviewed and defended capstone paper.

### **PADM 6000 Special Topics 3 Credits**

Special topics course will allow for different courses to be offered based on various topics chosen by faculty members or resulting from student requests. This will allow for current issues to be addressed, as well as courses by visiting and adjunct faculty. The course will be taught as a regular course with several students attending the same classes and laboratories (if offered). If a given special topic is offered more than once per two-year period, it will be submitted for formal approval through regular university procedures. A course outline and syllabus will be submitted to and approved by the department chair prior to scheduling of course.

### **PADM 6100 Independent Study 3 Credits**

Independent study, on-line and print-based, is designed to offer the individual student an opportunity to explore subjects outside of the traditional classroom setting. The specific course requirements will be formulated by the student under the direction of a selected instructor who possesses expertise in the subject matter. A grade point average of 3.00 is required. Exceptions to the 3.00 average may be signed by the instructor of record and the department chairperson prior to a student's enrollment in the course. A statement regarding the conditions and credit/semester limits under which the course may be repeated must be clearly stated in the description (may not be enrolled for more than 9 credits).

## Health Services Administration Concentration

### HSCA 7620 Health Care Administration 3 Credits

An analysis of current and prospective issues in health administration. The course includes the use of models and simulations for decision-making and control in health administration.

### HSCA 7665 Health Care Strategic Marketing and Planning 3Credits

An in-depth study of the selling of health using education techniques from the point of view of social scientists and business and health professionals. The utilization of concepts of health into lifestyle is addressed, using the human development model.

### HSCA 8615 Legal and Ethical Environments of Health Care 3 Credits

A study of the legal basis and ethical dimensions of health care decision-making. The course is designed to give students a philosophical underpinning to discussions of specific legal and ethical topics in health care.

### HSCA 8630 Health Care Financial Management 3 Credits

An overview of management and policy concepts and issues pertaining to health care facilities, personnel, and programs.

### HSCP 8700 Public Health Planning and Evaluation 3 Credits

A study of the planning and evaluation of health programs in a variety of settings.

*\*\*This concentration is offered in collaboration with Armstrong Atlantic State University Master of Health Services Administration degree program.*

## Master of Science in Marine Sciences

### MSCI 5201 General Oceanography 4 Credits

Graduate level survey of the major disciplines of marine science including physics, geology, chemistry and biology. Emphasis will be placed on global scale processes including forces driving major ocean currents, tectonic activity, equilibrium chemistry, chemical and biological processes involved in nutrient cycling, and the determinants and effects of global climate change on major ocean processes. (3-1-4)

*Prerequisite: Physics, Chemistry or Biology*

### MSCI 5202 Coastal Oceanography 4 Credits

Course will consist of a variety of lectures, labs, and field experiences related to coastal oceanographic processes. Topics will include coastal physical oceanography (tides, wind driven currents, estuarine processes and stratification), coastal geology (depositional and erosion in coastal and offshore regions), biology, and biogeochemical cycling in the coastal zone (benthic and water column processes). (3-1-4)

*Prerequisite: MSCI 5201*

### MSCI 5401 Technical Writing and Communication 3 Credits

Explores the elements of communicating scientific and technical information. It provides an overview of communication design, audiences, formats, style, mechanics, graphics, literature search, manuscript preparation, and seminar presentation. (3-0-3)

### MSCI 5402 Research/Marine Science Seminar 1 Credit

Participation in preparation, presentation and discussion of marine-related seminar topics. (1-0-1)

### MSCI 5403 Research/Marine Science Seminar II 1 Credit

Participation in preparation, presentation and discussion of marine-related seminar topics. (1-0-1)

### MSCI 5501 Fish Ecology 3 Credits

This course presents the differences in morphology, ecology, behavior and life-history traits of the most common groups of cartilaginous and bony fishes. Course structure is based on overview of each fish group followed by active discussion of specific ecological characteristics of families and/or species based on primary literature selected by students. (3-0-3)

### MSCI 5560 Advanced Environmetrics 3 Credits

A statistics course that reviews linear statistical methods and teaches nonparametric approaches to treat environmental/biological data. May include but not be limited to: power tests, randomization and experimental design, analyses of variance, covariance and deviance, simple to polynomial regression, non-parametric tests of significance, pairwise and multiple comparisons, and response surfaces. (3-0-3)

*Prerequisite: Statistics*

### MSCI 5601K Introduction Environmental Permitting Processes 3 Credits

This course will provide students with an understanding of the regulatory authority promulgated to the US Army Corps of Engineers. Students will be introduced to the origin, history and present-day application of Section 404 of the Clean Water Act and Section 10 of the Rivers and Harbors Navigation Act. Specifically, students will gain first-hand knowledge of: (1) environments regulated by US Army Corps of Engineers (2) regulations and policies that govern activities in waters of the US; (3) Corps-based interactions with other federal, state and local agencies; and (4) procedures and practices for authorizing projects in waters of the US. (3-0-3)

### MSCI 6201 Marine Ecology 3 Credits

This course provides an overview of how basic ecological principles apply to marine systems. Primary areas of focus include: competition, predation, abiotic constraints, population dynamics, age distributions, and community organization. Key subject areas will be discussed using primary literature selected by students. Emphasis will be placed on experimental design of ecological studies. (3-0-3)

### MSCI 6202 Advanced Oceanography 3 Credits

A continuation of principles introduced in MSCI 5201 Introduction to Marine Sciences. Lectures and problem sets will develop a working knowledge of physical and chemical ocean processes, particular those important to continental shelves and other upwelling environments. Physical processes that will be discussed include buoyancy input, wind forcing, tidal stirring, tidal rectification, and seasonal mean circulation. Chemical processes that will be discussed include kinetic predictions for reactions in seawater, vertical and horizontal transport of materials, isotopic clocks and tracers, nutrients, and chemical fluxes across major marine interfaces, including estuaries. Fundamental physical, chemical, and biological interactions will be explored using reading and sample problems. (3-0-3)

*Prerequisites: College Physics, Chemistry, Calculus, and MSCI 5201*

### MSCI 6310 Scientific Ethics 3 Credits

The basics in philosophical and ethical thought in science, expanded to include the faculty/student relationship, peer review, data treatment, analysis and interpretation of data, funding sources and competition, proprietary research, politics of science in America and abroad (what factors shape funding emphases, how research foci vary regionally and globally). (3-0-3)

### **MSCI 6323 Coastal Law and Policy 3 Credits**

An exploration of common federal and state law principles and legislation affecting uses of the lands, waters, and natural resources of the coastline and the adjacent ocean waters. Topics studied include doctrines defining public and private property rights in the shoreline and submerged lands, coastal wetlands protection, beach management, marine fisheries, aquaculture regulation, marine protected species in coastal areas, pollution control, energy and mineral development, food sources, marine transportation and coastal land use control. (3-0-3)

### **MSCI 6324 Coastal Zone Management 3 Credits**

All coastal states now cooperate with the U.S. Government in managing the coastal zone to maximize human and natural value. The laws, regulations, policies, public goals, and agencies involved in this effort will be described and evaluated for effectiveness. (3-0-3)

### **MSCI 6530 Research Methods in Marine Ecology 3 Credits**

This elective graduate-level course exposes students to a variety of techniques commonly used to address questions about the ecology of marine ecosystems. In particular, students will learn methods for studying the abiotic and biotic components of intertidal, estuarine and nearshore environments of the Georgia coast. Lecture material will be supplemented with readings from the text and published scientific research articles.

*Prerequisite: None. Students must be degree-seeking graduate students or non-degree students who have completed an undergraduate degree.*

### **MSCI 6542 Fisheries Population Dynamics 3 Credits**

Formulation and use of mathematical models used in stock assessment of commercial and recreational fisheries. Includes stock concept, estimation of growth, mortality rates, gear selectivity, estimating CPUE, maximum sustainable yield, stock/recruitment relationships, analytical and holistic models, data requirements and start to finish methods for fisheries stock assessment reports. Microcomputer modeling and analysis packages will be used. (3-0-3)

*Prerequisite: Calculus*

### **MSCI 6546 Mariculture 2 Credits**

Introduction to the principles and practice of the culture of marine organisms. Includes site selection, water quality, production systems, feeds and nutrition, health, broodstock management and husbandry, and economics, overview of finfish, molluscan, and crustacean, and aquatic plant culture, physiology of growth and reproduction including exposure to advanced technology (e.g. molecular methods, neuroendocrinology). (2-0-2)

*Prerequisites: Biology, MSCI 5201*

### **MSCI 6550 Analytical Techniques in Seawater, Sediments and Soils 3 Credits**

Students will obtain competency in a variety of analytical techniques for the analysis of seawater, marine sediments, and soils. Nutrient analysis, chemical constituents, contaminant analysis including both organic and inorganic contaminants, and bacteriological water quality. (3-0-3)

*Prerequisite: Chemistry*

### **MSCI 6552 Marine Biotechnology 4 Credits**

An overview of concepts, approaches, techniques, and applications of biotechnology with emphasis on marine biotechnology. Principles of recombinant DNA technology, its relevance to genetic engineering, and its uses in basic and applied biology. Methodology and concepts of genetic engineering technology; molecular mechanisms of gene transfer, integration and expression of transgenes in target tissues/organisms. Applications of marine biotechnology in aquaculture, marine environmental protection, the use of transgenic fish, production of fuels from algae and

natural products of pharmaceutical value from marine organisms, and other applications. (3-1-4)

*Prerequisite: Genetics*

### **MSCI 6562 Remote Sensing 3 Credits**

Principles, characteristics and applications of environmental remote sensing. Topics include concepts and foundations of remote sensing photographic systems and interpretation of thermal and multispectral scanning radar systems, satellite remote sensing and digital image processing. Aspects of oceanographic data such as phytoplankton abundance, sea-surface temperatures, ocean wind speeds and instrumentation such as SeaWiFS, AVHRR, and SSM/I will be emphasized. (3-0-3)

*Prerequisites: Calculus, Statistics*

### **MSCI 6725 Coastal Wetland Ecology 3 Credits**

Introduction to coastal wetlands (brackish/fresh water marshes, swamps, and bogs), with an emphasis on typical southeast US flora and fauna. Wetland physical diagnostic characteristics (hydrology, pedology) as well as biological parameters (primary productivity, biogeochemistry and nutrient transport) will be covered. (3-0-3)

### **MSCI 6726 Coastal Botany 4 Credits**

Identification, classification, ecology of coastal plants and algae; wetland and barrier island plant communities and functions; physiological ecology of coastal plants and algae. (3-1-4)

*Prerequisite: Botany or Ecology*

### **MSCI 6745 Aquatic Pathology 4 Credits**

Systematics, life history, spread, etiology, diagnoses and treatment of selected diseases among shellfish, fish, and marine mammals. Viral, bacterial, fungal, protozoan and invertebrate pathogens. The importance of aquatic diseases in aquaculture and to public health. (3-1-4)

*Prerequisite: Biology*

### **MSCI 6747 Marine Mammalogy 3 Credits**

Natural history, taxonomy, anatomy, physiology, ecology, conservation, and economic importance of the cetacea, pinnipedia, and sirenia. (3-0-3)

*Prerequisite: Biology*

### **MSCI 6781 Benthic Ecology 3 Credits**

Ecology course describing the general chemical, biological and physical nature of the sediment environment, comparing these traits across saltmarsh, deep sea and shelf habitats. Including trophic relationships and distribution of organisms, the role of microbial communities, formation of detritus, and sediment transport. (3-0-3)

### **MSCI 7344 Fisheries Management 3 Credits**

Environmental ecology, conservation, and processes used to manage living marine and aquatic resources harvested or otherwise impacted by human activities. Examples from global, regional, and local areas will be highlighted. (3-0-3)

### **MSCI 7527 Coastal Environmental Certifications 3 Credits**

Provides background, basis in law, descriptions, and requirements for a variety of certifications and training associated with environmental regulation compliance in coastal areas. (3-0-3)

### **MSCI 7564 Geographic Information Systems and Database Management in Coastal Studies 4 Credits**

Theory, concepts, limitations, and implementation of geographical spatial analysis systems for the study of coastal processes. Through a "hands-on" approach, students will become familiar with the use of GIS and other

information management systems for analysis of complex large databases pertaining to coastal processes. (3-1-4)

### **MSCI 7600 Oceanic Change: Climatic and Human Perturbations of Marine Ecosystems 3 Credits**

The impacts of climatic variations and human activities on marine ecosystems are examined in this course. The time-scales of climatic perturbations studied will range from tectonic to seasonal scale variations and storm events. Human impacts will include topics such as eutrophication, overfishing, emission of greenhouse gasses and dredging. There will be some flexibility in the exact topics covered and papers read in accordance with the interest and goals of enrolled students. (3-0-3)

### **MSCI 7728 Coastal Processes 3 Credits**

Changes in the very dynamic coastal environment are best understood by evaluating the major physical processes that control coastal configuration, including tides and currents, storm impacts, sea level change, sediment transport, barrier island and delta formation, and river input. In addition, organism impacts on the coastal environment will also be evaluated (marsh vegetation, dune vegetation, human alterations, estuarine nurseries). (3-0-3)  
*Prerequisites: MSCI 5201, MSCI 5202*

### **MSCI 7743 Fisheries Oceanography 3 Credits**

Introduction to the physical and biological processes (i.e., recruitment variability, compensatory mechanisms, and species interactions) that control the abundance of living marine resource populations. Includes case studies of contemporary multidisciplinary research. (3-0-3)

### **MSCI 7754 Marine Biogeochemistry 3 Credits**

Chemistry course, which focuses on the sources, transport and fate of organic matter in natural environments including marine sediments, soils and natural waters. Includes the global carbon cycle, analytical methods in organic geochemistry, geochemistry of organic matter constituents, geochemistry of humic substances. (3-0-3)  
*Prerequisite: MSCI 5202*

### **MSCI 7782 Marine Microbial Ecology 3 Credits**

Emphasizes the diversity and role of microorganisms in marine ecosystems. Nutrient cycles, methods of microbial analysis, genetic diversity, and the functional roles of microorganisms in marine systems. (3-0-3)

### **MSCI 7783 Water Column Ecology 3 Credits**

Major biological processes in the water column of estuarine, coastal, and open sea environments, with emphasis on interactions of biota with marine chemical and physical processes. (3-0-3)

### **MSCI 7801 Directed Research 1-3 Credits**

Directed readings or research at the graduate level to meet the needs of individual students. Consent of instructor required. Variable credit. (0-(1-3)-(1-3))

### **MSCI 7851 Special Topics 1-3 Credits**

Content to be determined each semester. May be repeated. Variable credit. ((1-3)-0-(1-3))

### **MSCI 7991 Thesis I 3 Credits**

Thesis research and preparation. Approved thesis advisor, thesis committee, and Thesis Proposal Defense forms required. (3-0-3)

### **MSCI 7992 Thesis II 3 Credits**

Thesis research and preparation. Approved thesis advisor, thesis committee, and thesis proposal defense forms required. (3-0-3)

### **MSCI 8822 Advanced Methods of Quantitative Analysis 3 Credits**

This course is designed to expose participants to higher level methods systematic inquiry to answer questions requiring quantitative procedures. Its aim is to provide participants the understanding necessary to effectively apply the tools of multivariate statistical analysis in the appropriate circumstance. An additional purpose of this course is to prepare participants for careers in the research sciences or higher level graduate studies. (3-0-3)

## **Master of Urban Studies**

### **MSUS 8801 Classics of Urban Politics 3 Credits**

Study of early research and theoretical formulations that formed the basis for the contemporary study of the urban area. Relevant works of Weber, Malthus, Marx, and other social theorists will be studied. (3-0-3)

### **MSUS 8803 State and Local Government 3 Credits**

Comparative study of states, communities, and local governments, and their management of political conflict. Special emphasis placed on the impacts to urban areas. (3-0-3)  
*(Cross listed with SSU PADM 6835 Local Government Administration or PADM 6836 State Government Administration)*

### **MSUS 8806 Minority Group Politics 3 Credits**

A holistic exposition of the dynamics of minority groups within the American urban political experience. The course will address the historical role played by minorities in the evolution of U.S. urban politics. (3-0-3)

### **MSUS 8807 Historic Preservation 3 Credits**

Examination of the field including values, principles, practices, development of planning and organization for preservation, preservation law, economics and politics. (3-0-3)  
*(Cross listed with AASU PBHS 5830G Historic Preservation)*

### **MSUS 8808 Politics of Poverty 3 Credits**

Study of the nature and extent of poverty with particular attention to political factors that influence public policies. Case studies of selected issues will be explored. (3-0-3)

### **MSUS 8809 Policy Advocacy and Empowerment 3 Credits**

Study of effective tactics and strategies emerging in urban social change. Collective grassroots movements will be examined. (3-0-3)

### **MSUS 8810 History of American Urbanization 3 Credits**

Introduces causes, processes, and impacts of American urbanization from the colonial period to the present. Examines political, economic, social and cultural relations. (3-0-3)

### **MSUS 8820 Methods of Urban Research 3 Credits**

Introduces social research methods. Emphasis on statistics, design, data collection, computer applications, measurement, and analysis with a macro focus. (3-0-3)  
*Prerequisite: Undergraduate course in basic statistics*

### **MSUS 8821 Statistical Methods for Urban Analysis 3 Credits**

Students will develop expertise in applying advanced statistical methods to contemporary urban problems.

### **MSUS 8823 Urban Development Process 3 Credits**

This course is intended for graduate students with little or no background in the urban development process or market analysis of urban redevelopment projects. Topics to be covered include data sources and economic base analysis, market area definition, site analysis, highest and best use, market

demand, demand surveys, and forecasting, competitive supply, and data gathering. Student will strategically incorporate these topics into a final project that analyzes market niches and market penetration rates, lease rates, synergism, tenant mix, and go/no go decision on a specific site.

#### **MSUS 8824 Urban Development Finance 3 Credits**

This course offers students applied experience in identifying and developing sources of financing for urban development projects.

#### **MSUS 8830 Introduction to Planning 3 Credits**

This course is an introduction to ideas about the roles planners fill and goals they pursue. It provides an overview of the role of planning in a representative democracy, the institutional settings within which planners operate, the reputed conflict between planning freedom, the extent of analytic versus communicative work of the planner, and the significance of planning professionalism. (3-0-3)

*Prerequisite: MSUS 8810*

#### **MSUS 8840 Computer Applications for Urban Information Systems 3 Credits**

Introduces computer applications in urban and regional planning, including applications in geographical information systems (GIS), urban data base designs, digitizing procedures and computer graphics for measuring urban spatial organization. Includes defining economic regions, making population projections and employment forecasting. (3-0-3)

#### **MSUS 8850 Public Finance and Economics 3 Credits**

Provides a systematic study of the development, implementation, and evaluation of urban policies, with special emphasis on their fiscal impacts. Applies economic principles to the study of the role of government. (3-0-3)

#### **MSUS 8851 Seminar in Urban and Regional Planning 3 Credits**

Includes a comprehensive analysis of the overall planning process and the use of master plans to guide the growth and development of cities and their surrounding regions; also, the role of planning in development, management and organization of metropolitan environments. (3-0-3)

#### **MSUS 8852 Urban Geography 3 Credits**

Study the role geography plays in the structure and development of urban areas. Includes analysis of the rise, decline, and rebirth of cities, functional classification of cities, internal structure of urban areas, and theories of urban growth. (3-0-3)

#### **MSUS 8854 Housing and Community Development 3 Credits**

Study of the methodology, techniques, and strategies utilized to assess housing conditions, housing supply and demand within urban communities. Examines strategic linkage between community preservation and stability and housing development. Includes emphasis on the concepts of citizen participation, self-directive, social advocacy planning and self-help in community revitalization efforts and case studies of current approaches involving innovative solutions. (3-0-3)

#### **MSUS 8855 Population Growth and Residential Development 3 Credits**

Examination of the link between population growth and residential development. Introduces techniques and procedures to quantify population trends and characteristics of residential growth and development. Includes practices of local, state and national governments in forming policies designed to project and monitor population movement planning residential development strategies. (3-0-3)

#### **MSUS 8856 Transportation and Urban Development 3 Credits**

Study of the role of public and private transportation in the development of the modern city. Emphasis on the impact transportation has on urban social structures. (3-0-3)

#### **MSUS 8857 Environmental Issues and Waste Disposal 3 Credits**

Study of the specific problems of urban waste management and disposal. Addresses issues of source reduction, recycling, waste incineration, and land filling, as well as the social implications of the utilization of various energy sources and their associated waste disposal methods. (3-0-3)

#### **MSUS 8860 Race, Ethnicity and Gender in Urban Development 3 Credits**

Examines the impact of race, ethnicity, and gender on the development of urban centers from sociological, socio-historical and socio-political perspectives. Focuses on the role of racism, ethnocentrism, sexism, oppression and economic exploitation on the plight of these groups. Emphasis on the consequences of the urbanization process on African-Americans in particular, other ethnic groups and women in general. (3-0-3)

#### **MSUS 8861 History, Scope and Practice of Public Administration 3 Credits**

Study of the organization and operation of government agencies, their role in policy making and implementation, the various concepts and theories pertaining to administrative behavior, and the performance of the basic tasks of management. (3-0-3)

*(Cross listed with PADM 6830)*

#### **MSUS 8862 Organizational Theory 3 Credits**

Examination of basic classical and contemporary theoretical approaches and issues in organizations. (3-0-3)

*(Cross listed with SSU PADM 6871)*

#### **MSUS 8863 Industrial/Organizational Psychology 3 Credits**

A survey of applications of psychological principles in private and public sector organizations and agencies. Topics include goal setting, power politics, work motivation, leadership and supervision, and modes of organizational communications. (3-0-3)

*(Cross listed with AASU PSYC 5210G)*

#### **MSUS 8864 Introduction to Public Policy 3 Credits**

An investigation of the major forces that influence the formulation, implementation, and administration of public policy. Emphasis on political aspects of policy formulation and the mobilization of political support.

Theoretical principles will be applied to specific urban problems. (3-0-3)

*(Cross listed with SSU PADM 6838)*

#### **MSUS 8865 Urban Policy and Administration 3 Credits**

Explores the administrative, political and organizational issues of metropolitan governments, examines various forms of metropolitan governments, and the major challenges of these governments. (3-0-3)

*(Cross listed with SSU PADM 6845)*

#### **MSUS 8866 African Administrators in Urban Bureaucracy and Public Policy 3 Credits**

Course focuses on the historic contributions and contemporary issues facing African-American urban public administrators. Emphasis is on administrative behavior and style, value orientations, and role expectations. (3-0-3)

*(Cross listed with PADM 6860)*

### **MSUS 8867 Conflict Resolution 3 Credits**

Course emphasizes the identification of the major causes of organizational and group conflicts and their resolutions. Particular attention is given to identifying means to achieve harmony through organizational and group cultures, and manage conflict that arises from competing values. (3-0-3)

### **MSUS 8874 Urban Design Seminar 3 Credits**

This course introduces basic concepts of urban design with a particular focus on historical precedents in American and international cities. Students will explore how zoning, historic preservation, transportation, and design guidelines play a role in urban design, and how to identify the actors that participate in the development process, and their roles and relationships to urban design.

### **MSUS 8876 Field Research 3 Credits**

Students completing data collection in the field for original research may enroll in this course, with permission.

### **MSUS 8880 Master Thesis 3-6 Credits**

Advisement and completion of the master's thesis.

### **MSUS 6000 Special Topics:**

Special topics courses will allow for different courses to be offered based on various topics chosen by faculty members or resulting from student requests. This will allow for current issues, such as planning issues in Savannah, to be addressed, as well as course offerings by visiting and adjunct faculty. The course will be taught as a regular course with several students attending the same classes and laboratories (if offered). If a given special topic is offered more than once per two-year period, it will be submitted for formal approval through regular university procedures. A course outline and syllabus will be submitted to and approved by the department chair prior to scheduling of course.

### **MSUS 6100 Independent Study:**

Independent study, on-line and print-based, is designed to offer the individual student an opportunity to explore subjects outside of the traditional classroom setting. The specific course requirements will be formulated by the student under the direction of a selected instructor who possesses expertise in the subject matter. A grade point average of 3.00 is required. Exceptions to the 3.00 average may be made for students under extenuating circumstances. An independent study form must be signed by the instructor of record and the department chairperson prior to a student's enrollment in the course. A statement regarding the conditions and credit/semester limits under which the course may be repeated must be clearly stated in the DESCRIPTION (may not be enrolled for more than 9 credits).

## **Master of Social Work**

### **SOWK 5501 Law, Race and Poverty in the Welfare of Children 3 Credits**

A required course for first year Title IV-E Child Welfare recipients. The course focuses on child abuse and neglect, separation and loss, foster care, kinship care, the courts and legal issues related to decision-making. Emphasis is placed upon the differential application of the law and the interventions of human service workers.

*Prerequisites: Admission to MSW Program and Current Title IV-E Child Welfare Recipient*

### **MSWK 6650 Human Behavior and the Social Environment I 3 Credits**

An examination of normal human development through the life cycle using biological, psychological, sociological, and cultural perspectives. The systems perspective and the ecological model are used to guide this course.

### **MSWK 6651 Human Behavior and the Social Environment II 3 Credits**

An examination of human behavior as it relates to macro systems. Communities and organizations are considered from the social systems perspectives. Organizational cultures, policies and procedures, reward systems, and goals of operation are studied.

*Prerequisite: MSWK 6650*

### **MSWK 6652 Cultural Diversity in Social Work 3 Credits**

This course utilizes an Afrocentric paradigm and strengths perspective to develop and /or enhance self-awareness and sensitivity for culturally competent social work practice with individuals, families, groups, communities, and organizations. It examines diversity in a global environment (local, national, international, rural and urban) and explores various forms of oppression and social and economic injustice due to class, religion, age, gender, race, ethnicity, national origin, culture, physical and/or mental ability, gays, lesbians, bisexual, and transgendered populations.

*Pre or Co-requisites: MSWK 6650 and MSWK 6680*

### **MSWK 6660 Social Work Practice with Individuals and Families 3 Credits**

The foundation practice course. The course focuses on the fundamentals of intervention at the micro level and the skills needed for generalist practice.

### **MSWK 6661 Social Work Practice with Groups, Communities, and Organization 3 Credits**

A course focusing on the development of the knowledge, values, and interventive skills related to problems of larger client systems, families, groups, communities, and organizational structures.

*Prerequisite: MSWK 6660*

### **MSWK 6670 Research Methods I 3 Credits**

An examination of research methods in social work and their relevance for social work practice. Emphasis is on research as a scientific process and its utility in policy development and in evaluation of social work practice and social service delivery systems.

### **MSWK 6672 Drug and Alcohol Abuse and Social Work Practice 3 Credits**

This course will familiarize students with the history and pharmacology of alcohol and other drugs (AOD); the etiology of AOD abuse and dependence; approaches to assessment and treatment of AOD abuse and dependence; the importance or relevant social systems (e.g., family, work, community/society) and spirituality in addition and recovery; and the role of the social worker in a multi-disciplinary approach to AOD abuse prevention and treatment. The emphasis in the course will be on the etiology and treatment of AOD abuse and dependence with the poor, the oppressed, racial, ethnic, and sexual minorities, and other at-risk urban populations.

*Prerequisites: MSWK 6650 and MSWK 6651*

### **MSWK 6680 Social Welfare Policy and Services 3 Credits**

A foundation course which introduces students to current policies, programs, and delivery systems and their impact on contemporary social problems and conflicting issues. The historical development of social

welfare in the United States is studied and the concept of the welfare state is introduced. Concepts intrinsic to social welfare policy are introduced.

### **MSWK 6685 Gerontology Policy and Practice 3 Credits**

The course, Gerontology Policy and Practice, is an elective course of the MSW Program. It provides the Generalist Social Worker with the biopsychosocial, cultural and spiritual dimensions of aging. According to the Council of Social Work Education National Center for Gerontological Social Work Education, demographic changes are transforming virtually all aspects of our society and providing challenges and opportunities for social workers, the public and policy makers.

### **MSWK 6690 Generalist Field Practicum I 4 Credits**

Placement in an approved human service setting 20 hours per week for a total of 300 clock hours. This course is required of all students completing the foundation year courses. This practicum is based on generic foundation content and is oriented toward generalist social work practice.

### **MSWK 6750 Clinical Practice I 3 Credits**

This is the first course in a two-course sequence of Advanced Clinical Practice. Students in this course will integrate core counseling skills and generalist social work practice perspective gained in MSWK 6660 into a personal treatment philosophy from an ecosystemic perspective using social work theoretical approaches to individuals, families, and groups. Another major thrust for the course will be to integrate the eclectic knowledge base of MSWK 6660 on a group, community, and an organizational level into social work treatment models and theories (e.g., Ethnic-Sensitive/Multidimensional Practice Model; Task-Centered, Life Model of Practice). This is a “how to” hands on course with the primary objective of learning how to integrate theory into practice on a micro, mezzo, and macro level.

### **MSWK 6751 Clinical Practice II 3 Credits**

This is a second course in the two-semester sequence of Advanced Clinical Practice. Students in this course will begin the process of integrating skills gained in MSWK 6660, MSWK 6661 and MSWK 6750 to develop a personal treatment philosophy from an ecosystemic perspective, using family-centered and community organization approaches. A major thrust for this course will be how to integrate the theoretical models of structural, solution-focused, strategic, and experiential treatment into practice. A community project will serve as a learning laboratory for the student.  
*Prerequisite: MSWK 6650*

### **MSWK 6752 Crisis Intervention and Brief Therapy 3 Credits**

This advance elective covers the history, development, and application of both crisis theory and brief solution-focused treatment within the context of the significance of biopsychosocial potential for healthy human development and social functioning. Emphasis is placed on practical application of techniques in situations such as natural disaster, death and dying, AIDS, battering, post-traumatic stress syndrome, rape, suicide, and family dysfunction.

### **MSWK 6760 Research Methods II 3 Credits**

The advanced application of social research methodology to the design, implementation, and evaluation of program and practice models in social work and social welfare. Students develop skills necessary to undertake advanced social work research and evaluation of practice skills and programs and contribute to increasing the knowledge base of the profession.  
*Prerequisite: MSWK 6670*

### **MSWK 6762 Mental Health Issues with Adults:**

#### **Psychopathology 3 Credits**

This course reviews work with adults who are experiencing mental health issues. It employs the use of DSM-IV-TR in strengths-based psychosocial assessment and treatment planning, diversity issues, the impact of managed care, influence of poverty and welfare reform, and ethical concerns in psychopathologies of adulthood: schizophrenia; mood disorders; anxiety, adjustment and dissociative disorders; substance-related disorders; personality disorders with special attention to borderline, narcissistic, and antisocial personality disorders; and health conditions impacting mental health including HIV/AIDS and dementia. Emphasized are criteria for differential diagnosis of these psychopathologies; major theories and research on etiology and dynamics of each and research on efficacy of different models. Implications for social work interventions, service provisions, and community supports with urban and rural populations are also considered. Particular attention is given to the impact of mental illness and its treatment from Afrocentric and Feminist perspectives. Attention is given to assessment and intervention with gay, lesbian, and transgendered clients.

*Prerequisites: MSWK 6650, MSWK 6651, and MSWK 6670*

### **MSWK 6780 Social Administration I 3 Credits**

A study of organizational theory as the basis of social administration. The course focuses on the knowledge and skills necessary for administration and management. Emphasis is placed on principles, concepts, and models of social welfare administration.

### **MSWK 6781 Social Administration II 3 Credits**

This is a core course for the Administration concentration. It builds on MSWK 6780 Social Administration I course in advancing students' generalist knowledge and skills for work in organizations and communities. Historically, nonprofit organizations have been used as the avenue for obtaining social justice and equity for groups that have been victimized by discrimination and oppression (African Americans, gays and lesbians, the handicapped, and others). This course looks at the history of some of these organizations and the ways in which many of them were able to groom leaders who often became national and international spokespersons for social justice. The course also focuses on selected frameworks for, and critical tasks involved with, managing community-based human service organizations and/or programs in both urban and rural areas. The course is designed to develop specific managerial knowledge and skills that are useful in a fluid, fast-paced social service environment.

### **MSWK 6782 Advanced Policy and Planning 3 Credits**

This course, the second in the policy sequence, builds upon policy analysis and history of social welfare. It focuses on the skill development for the practice of policy. Students are required to complete the phases of the policy-making process from agenda setting through policy evaluation while demonstrating analytical, political, value clarifying and interactional skills.  
*Prerequisite: MSWK 6680*

### **MSWK 6790 Field Practicum II 4 Credits**

A practicum focusing on clinical social work with individuals, families, and groups or on social administration and the preparation of the student for responsible ethical practice as a social work administrator. Student must complete 350 clock hours in a field setting.  
*Prerequisite: MSWK 6690*

### **MSWK 6791 Field Practicum III 4 Credits**

A continuation of MSWK 6790. This course is a practicum focusing on clinical social work with individuals, families, and groups or on social

administration and the preparation for ethical practice as a social work administrator. Student must complete 350 clock hours in a field setting.  
*Prerequisite: MSWK 6790*

### **MSWK 6805 Integrative Seminar 3 Credits**

An integrative seminar serving as the capstone course and designed to facilitate and insure the integration of social work methods and the application of these methods in varying field of practice with appropriate under girding of social work values. A product of the teaching/learning milieu is a research project which serves as evidence that students are ready for autonomous practice.  
*Prerequisite: MSWK 6750 or 6780*

### **MSWK 6834 Public Budgeting and Finance 3 Credits**

A systematic and comprehensive exploration of the theory and practice of public finance in state and local governments. It examines how federal, state and local governments get and spend money. Students develop skills in preparing, managing, and analyzing capital and operating budgets, and using analytical techniques that aid budgetary decision-making.  
*Cross-listed with PADM 6834*

### **MSWK 7340 Working with Difficult Children and Adolescents: Special Treatment Issues 3 Credits**

Elective course addresses the problems of treating children and adolescents with severe behavioral problems by presenting a family-based model that articulates how to engage the uncooperative child or adolescent in the treatment using age appropriate strategies.

### **MSWK 6000 Special Topics**

Special topics course will allow for different courses to be offered based on various topics chosen by faculty members or resulting from student requests. This will allow for current issues to be addressed, as well as courses by visiting and adjunct faculty. The course will be taught as a regular course with several students attending the same classes and laboratories (if offered). If a given special topic is offered more than once per two-year period, it will be submitted for formal approval through regular university procedures. A course outline and syllabus will be submitted to and approved by the department chair prior to scheduling of course.

### **MSWK 6100 Independent Study**

Independent study, on-line and print-based, is designed to offer the individual student an opportunity to explore subjects outside of the traditional classroom setting. The specific course requirements will be formulated by the student under the direction of a selected instructor who possesses expertise in the subject matter. A grade point average of 3.00 is required. Exceptions to the 3.00 average may be made for students under extenuating circumstances.

An independent study form must be signed by the instructor of record and the department chairperson prior to a student's enrollment in the course. A statement regarding the conditions and credit/semester limits under which the course may be repeated must be clearly stated in the DESCRIPTION (may not be enrolled for more than 9 credits).

## **Approved Master of Social Work Electives from Public Administration**

### **PADM 6833 Management of Human Resources 3 Credits**

A comprehensive study of the organization, techniques, and theories of personnel management. The emphasis is on human resource management and its role as a force in addressing the issues of social responsibility and economic equity. Topics include changing composition of the public

service work force, affirmative action, comparable worth, position qualification, education and training needs, unions, collective bargaining, and rights of public employees.

### **PADM 6843 Management and Leadership Behavior 3 Credits**

An in-depth focus on skills, knowledge, and abilities of the manager or leader in the public organization. Emphasis is on written, oral, and listening communication skills, conflict resolution, and management of organizational resources.  
*Prerequisite: PADM 6830 or permission of the instructor*

### **PADM 6860 African-American Administrators in Urban Bureaucracy and Public Policy 3 Credits**

An exploratory course that looks at the contributions and issues facing African-American public administrators in historical and contemporary contexts. Special emphasis is on administrative behavior and style, value orientations, and role expectations, conflicts, and demands.  
*Cross-listed as MSUS 8866*

### **PADM 6861 Public Program Evaluation 3 Credits**

An examination of theory and methods of public program evaluation and the politics of program evaluation. Focus is on acquisition of skills in conducting program evaluation, including research design, selecting social indicators, conducting the study, and report writing.  
*Prerequisite: PADM 6838 or permission of the instructor*

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# Graduate Council Membership

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These listings give the names of those persons who have been approved for membership in the Graduate Faculty at the time the Catalog went to press. After the faculty member's name in each entry the Graduate faculty status is listed.

## College of Business Administration

Dr. Mostafa Sarhan	Full Graduate Faculty
Dr. Ulysses Brown	Full Graduate Faculty
Dr. Hai Choi	Full Graduate Faculty
Dr. William A. Dowling	Full Graduate Faculty
Dr. Arav S. Ouandlous	Full Graduate Faculty
Dr. Yousef Jahmani	Full Graduate Faculty
Dr. Yonpae Park	Associate Graduate Faculty
Dr. F. Ruth Smith	Associate Graduate Faculty
Dr. Paul Torres	Associate Graduate Faculty
Dr. Seng No Yoon	Associate Graduate Faculty
Dr. Young Park	Associate Graduate Faculty

## College of Liberal Arts and Social Sciences

Dr. Jane Gates	Full Graduate Faculty
Dr. Behrooz Kalantari	Full Graduate Faculty
Dr. Nailah Brock	Full Graduate Faculty
Dr. Bernita Berry	Full Graduate Faculty
Dr. Irma Gibson	Full Graduate Faculty
Dr. Shinaz Jindani	Full Graduate Faculty
Dr. James Williams	Full Graduate Faculty
Dr. Bernard Bongang	Associate Graduate Faculty
Dr. Deden Rukmana	Associate Graduate Faculty
Dr. Roenia Deloach	Associate Graduate Faculty

## College of Science and Technology

Dr. Chellu Chetty	Full Graduate Faculty
Dr. Harpel Singh	Full Graduate Faculty
Dr. Carla Curran	Full Graduate Faculty
Dr. Carol Pride	Full Graduate Faculty
Dr. Dionne Hoskins	Full Graduate Faculty
Dr. Kenneth Sajwan	Full Graduate Faculty
Dr. Matthew Gilligan	Full Graduate Faculty
Dr. Tara Cox	Associate Graduate Faculty
Dr. Kuppuswamy Jayaraman	Associate Graduate Faculty

# Departmental Admission Requirements

Degree Offered	Required Exams	GPA	Recommendation	Essay	Transfer Credit	Deadline
All graduate programs require two official transcripts from each college or university attended. All credentials must be sent directly to the Office of Graduate Studies and Sponsored Research.	All exams must have been taken within the last 5 years.	This grade point average is on a 4.0 scale	See Recommendation Form provided with this application.	Describe your goals, personal as well as academic, your professional objectives, your preparation for graduate study, how the chosen program will help you achieve these objectives, and reasons for pursuing the degree at SSU (500-1000 words).	Transfer credit may be granted to applicants who have earned a "B" or better in each course within the past 5 years. The transferred course must be equivalent to the course offered at SSU. The course name and number, credit hour, grade and catalogue description must be provided along with an official transcript.	Application deadlines for specific programs are listed below.
Master of Business Administration	One of the following: GRE, GMAT, PreMBA	--	3	See above requirements	A maximum of 6 credit hours may be transferred, if approved by the COBA Graduate Committee	Fall May 15-International Applicants & Graduate Assistantships  July 1-Regular Admissions  Spring October 1- International Applicants & Graduate Assistantships  October 31-Regular Admissions
Master of Public Administration	One of the following: GRE, GMAT, MAT, LSAT	2.5	3	See above requirements	A maximum of 9 credit hours earned at a regionally accredited institution are transferable.	Fall May 15-International Applicants & Graduate Assistantships  July 1-Regular Admissions  Spring October 1- International Applicants & Graduate Assistantships  October 31-Regular Admissions
Master of Science in Marine Science	GRE	3.0 (target)	3 Use Recommendation Form provided with this application & provide a letter of support.	See above requirements	A maximum of 8 credit hours may be transferred, if approved by the student's committee	Fall May 15-International Applicants & Graduate Assistantships  July 1-Regular Admissions  Spring October 1- International Applicants & Graduate Assistantships  October 31 Regular Admissions

<p>Master of Science in Urban Studies and Planning</p>	<p>One of the following: GRE, GMAT, MAT, LSAT</p>	<p>2.6</p>	<p>3</p>	<p>See above requirements</p>	<p>A maximum of 9 credit hours are transferable.</p>	<p>Fall May 15-International Applicants &amp; Graduate Assistantships</p> <p>July 1-Regular Admissions</p> <p>Spring October 1- International Applicants &amp; Graduate Assistantships</p> <p>October 31 Regular Admissions</p>
<p>Master of Social Work MSW Advanced Standing (Applicant must have received a BSW degree from a CSWE accredited program within the last 5 years.)</p>	<p>GRE</p>	<p>2.8 3.3</p>	<p>3</p>	<p>See above requirements</p>	<p>A maximum of 27 credits are transferable from another MSW Program that must be accredited by CSWE.</p>	<p>Summer Feb 1 - Part-time and Advanced Standing</p> <p>Fall May 15-International Applicants &amp; Graduate Assistantships</p> <p>July 1-Regular Admissions</p>

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