

# Georgia Perimeter College

**An Associate Degree-Granting College  
of the University System of Georgia  
Serving the Metropolitan Atlanta Area**

Georgia Perimeter College is accredited by the Commission  
on Colleges of the Southern Association of Colleges and Schools  
(1866 Southern Lane, Decatur, Georgia 30033-4097;  
Telephone number 404-679-4501)  
to award Associate of Arts, Associate of Science,  
and Associate of Applied Science degrees.

## COLLEGE DISTRICT OFFICES

3251 Panthersville Road  
Decatur, GA 30034-3897  
Phone: (404) 244-5090

**CLARKSTON CAMPUS**  
555 North Indian Creek Drive  
Clarkston, Georgia 30021-2361  
Phone: (404) 299-4000

**DECATUR CAMPUS**  
3251 Panthersville Road  
Decatur, Georgia 30034-3897  
Phone: (404) 244-5036

**DUNWOODY CAMPUS**  
2101 Womack Road  
Dunwoody, Georgia 30338-4497  
Phone: (770) 551-3000

**LAWRENCEVILLE CAMPUS  
AT GWINNETT UNIVERSITY  
SYSTEM CENTER**  
1000 University Center Lane  
Lawrenceville, Georgia 30043  
Phone: (678) 407-5000

**ROCKDALE CENTER**  
1115 West Avenue  
Conyers, Georgia 30012-9948  
Phone: (770) 785-6970

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Phone: (404) 299-4038  
(Voice/TDD)

**GEORGIA PERIMETER COLLEGE  
CLASSES AT GEORGIA STATE  
ALPHARETTA CENTER**  
3705 Brookside Parkway  
Alpharetta, Georgia 30022  
Phone: (770) 551-3010

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# GEORGIA PERIMETER COLLEGE

Dr. Jacquelyn M. Belcher

President

## Member of

American Association of Community and Junior Colleges  
AACJC International/Intercultural Consortium  
American Association of Women in Community and Junior Colleges  
American Association for Adult and Continuing Education  
American Council on Education  
American Library Association  
Georgia Association of Colleges  
Georgia Association of Junior Colleges  
Southern Association of Community and Junior Colleges  
The Association of Community College Trustees  
The Southern Association of Colleges and Schools

## Other Affiliations

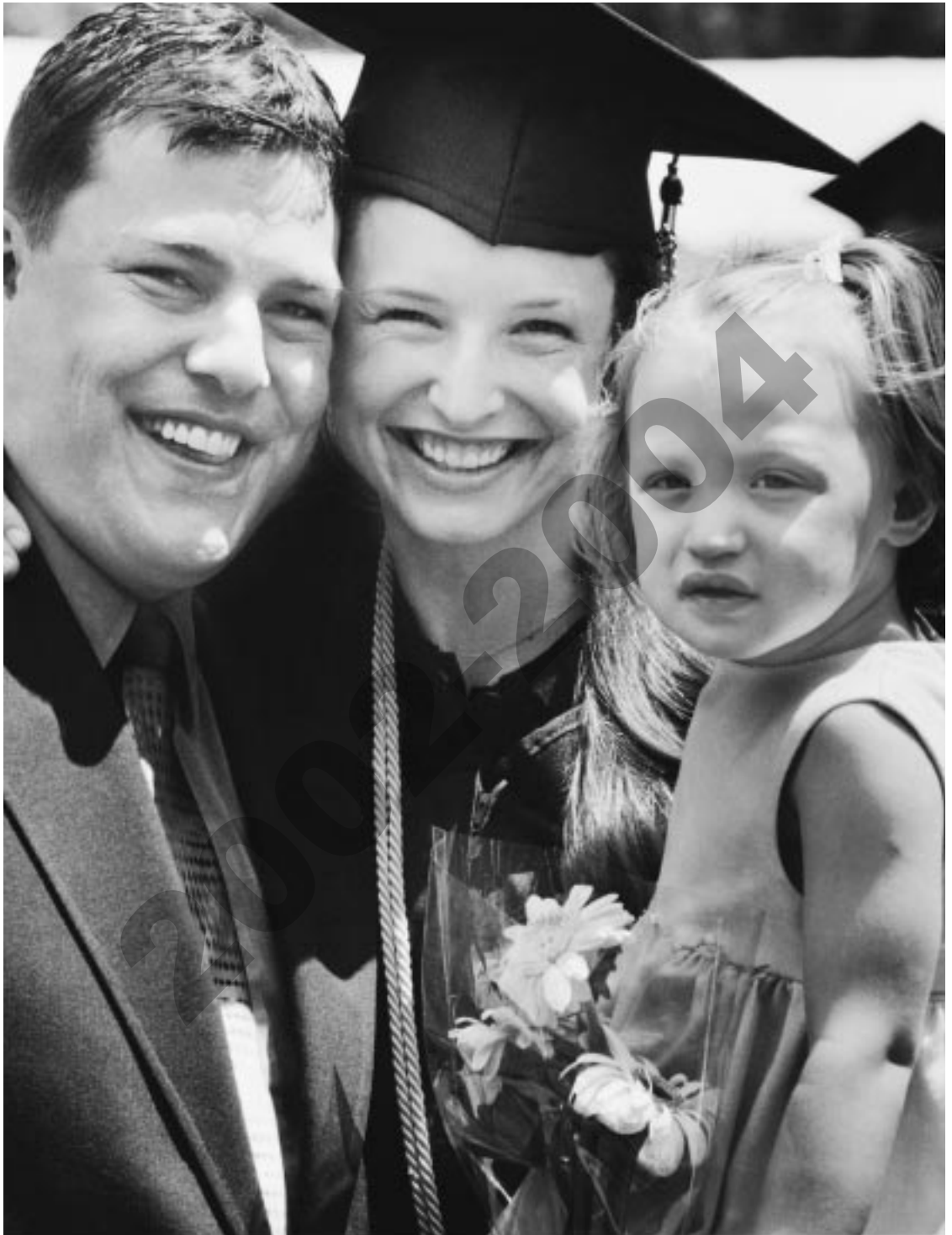
American Association of Collegiate Registrars and Admissions Officers  
Association of College and University Auditors  
Association for General and Liberal Studies  
Community College Humanities Association  
Council for the Advancement and Support of Education  
Georgia Association of Collegiate Registrars and Admissions Officers  
Georgia Board of Nursing  
Georgia Council for Resource Development  
Georgia Distance Learning Association  
Georgia Education Advancement Council  
Georgia Junior College Athletic Association  
National Association of College and University Business Officers  
National Association for Foreign Student Affairs  
National Association of Student Personnel Administrators  
National Association of Self-Instructional Language Programs  
National Association of Student Financial Aid Administrators  
National Collegiate Honors Council  
National Council for Marketing and Public Relations  
National Council for Resource Development  
National Council of Instructional Administrators  
National Council on Student Development  
National Institute for Staff and Organizational Development  
National Junior College Athletic Association  
National League for Nursing Accrediting Commission  
National University Teleconference Network  
National Wellness Association  
South Atlantic Modern Language Association  
Southern Association of College and University Business Officers  
Southern Association of Collegiate Registrars and Admissions Officers  
Southern Council on Collegiate Education for Nursing  
Southern Regional Council on Black American Affairs

## TABLE OF CONTENTS

<b>About This Catalog</b> .....	7	Eligibility for Honors Program.....	34
<b>Academic Calendar</b> .....	8		
<b>1. About the College</b>		<b>3. Finances and Financial Aid</b>	
Mission Statement.....	13	Fees and Expenses.....	36
General Education Outcomes.....	14	Course Fees.....	36
Accreditation.....	14	Tuition Fee.....	36
History.....	14	Science Lab Fee.....	36
Campuses.....	15	Technology Fee.....	36
College Foundation.....	16	Student Activity Fee.....	36
College Alumni Association.....	16	Athletic Fee.....	36
		Parking Fee.....	36
<b>2. Admission to the College</b>		Fee Structure.....	37
Mission.....	18	Special Fees.....	37
Application Dates.....	18	Applied Music Fee.....	37
Admission Requirements.....	18	Nursing Lab/Insurance Fee.....	37
Entrance Examinations.....	19	Dental Hygiene Insurance Fee.....	37
College Preparatory Curriculum in		Health Insurance Fee.....	37
High School.....	19	Application Fee.....	37
High School Requirements.....	19	Late Registration Fee.....	38
Limited Admission.....	19	Other Fees.....	38
Admission of GED Students.....	20	Fines.....	38
Admission for Non-U.S. Citizens.....	20	Library Fines.....	38
Admission Requirements for		Parking Fines.....	38
Non U.S. Citizens.....	21	Returned Checks.....	38
Health Insurance Policy for		Fee Refunds.....	38
Non-Immigrant (F-1) Students.....	22	Refund Policy - 100% Refunds.....	38
International Student Non-Resident Fee		Percentage Refunds.....	38
Waivers.....	22	Special Conditions.....	38
Categories of Admission.....	23	Financial Obligations.....	38
Freshmen.....	23	Financial Aid.....	38
Transfer.....	23	Eligibility for Financial Aid.....	39
Non-Traditional.....	24	How to Apply.....	39
Transient.....	24	Priority Deadlines.....	40
Early Admission.....	25	Award Packages.....	41
Joint Enrollment/Post-Secondary Options.....	25, 77	Satisfactory Academic Progress.....	41
Students with Degrees.....	26	Qualitative Standard.....	41
Returning Georgia Perimeter College		Quantitative Measure.....	41
Students.....	26	Standards of Academic Progress (SAP) Policy.....	41
Dual Enrollment Students.....	26	Standards of Academic Progress	
Prime Timers Program.....	26	(SAP) Evaluation.....	42
Definition of Legal Residence.....	26	Learning Support and	
Petition to Change Residence Status.....	27	English as a Second Language.....	42
Academic Placement.....	27	Appeals Process.....	42
General Placement.....	27	Reinstatement of Financial Aid	
English and Reading.....	28	Eligibility.....	42
Mathematics.....	28	Refund Process.....	43
English as a Second Language.....	28	Pro-Rata Refund Calculations.....	43
Criteria for Determining ESL Status.....	28	Refund Calculations.....	43
English as a Second Language (ESL) Program.....	28	Example of Refund Policies.....	43
Registration.....	29	Statutory Refund Calculation.....	43
ESL Withdrawal Policy.....	29	Return of Funds by the Student.....	44
Academic Progress Policy.....	29	Financial Aid Available to Students.....	44
Academic Status.....	29	Georgia HOPE Scholarship.....	44
Exit Policy.....	29	Federal PELL Grant.....	44
Learning Support Program.....	30	Loans.....	45
Career and Certificate Degree Programs.....	30	Work Opportunities.....	45
Programs Leading to Career Degrees.....	30	Georgia Perimeter College Foundation	
Programs Leading to Career Certificates.....	31	Scholarships.....	45
Admission to the Dental Hygiene Program.....	31	Honors Scholarships.....	45
Admission to the Nursing Program.....	32	General Scholarships.....	46
Admission to the Fire Management		Chemistry Scholarship.....	48
Technology Program.....	32	Dental Hygiene Scholarship.....	48
Admission to the Sign Language Interpreting		Education Scholarships.....	49
Program.....	33	ESL Scholarships.....	49
Admission to Joint Programs w/DeKalb Technical		Mathematics Scholarships.....	49
& Gwinnett College.....	33	Fire Management Scholarship.....	50
Honors Program.....	33	Nursing Scholarships.....	50
		Veterans' Educational Services.....	51

<b>4. Academic Policies</b>		<b>6. Academic Support Services</b>	
General Policies .....	53	Academic Support Services .....	73
Request for Georgia Perimeter College Transcript .....	53	Academic Computer Labs .....	73
Changes to Students' Records .....	53	Learning Resource Services (Library Services) .....	73
Withdrawals .....	53	Instructional Support Services .....	73
Course Withdrawals .....	53	Higher Education Seminar .....	73
College Withdrawals .....	54	Student Support .....	73
Course Policies .....	54	Testing Services .....	73
College Credit by Examination .....	54	Advising and Counseling Services .....	74
Course Exemption .....	54	Entry Services for International Students .....	74
Extension Work and Correspondence Courses .....	55	District Center for Disability Services .....	74
Audit Courses .....	55	Deaf/Hard of Hearing Students .....	75
Repeating Courses .....	55	Center for Disability Services Resource .....	75
Full-Time Status .....	55	District Health and Wellness .....	75
Class Attendance .....	55	Multicultural Advising Program .....	75
Standards for Academic Honesty .....	55	Post-Secondary Readiness Enrichment Program (PREP) .....	75
Classification .....	55	Continuing and Corporate Education .....	76
Grades .....	56	Mission .....	76
Cumulative Grade Point Average .....	56	Division Goals .....	76
Semester Conversion of Quarter Hours .....	57	Program Initiatives .....	76
Dean's List .....	57	Business Development .....	76
Regents' Testing Program Procedures .....	57	Computer Training .....	76
Who Should Take the Regents' Test? .....	57	Corporate Training .....	76
When is the Regents' Test Given? .....	57	Enrichment Programs .....	76
Other Options for ESL Students .....	58	Health Care .....	76
Working Students .....	58	Language and International Initiatives .....	76
Academic Status .....	58	Online Training .....	76
Academic Warning .....	58	Distance Learning .....	77
Academic Probation .....	58	Online Courses .....	77
Academic Exclusion .....	59	Telecourses .....	77
Readmission from Academic Exclusion .....	59	TeleWeb Courses .....	77
Academic Exclusion Appeal Policy .....	59	GSAMS Courses .....	77
Learning Support Suspension .....	59	Special Programs .....	77
Learning Support Suspension Appeal Criteria .....	59	Joint Enrollment Program/Post-Secondary Options Programs .....	77, 25
Readmission from Learning Support Suspension .....	60	International Center .....	78
Readmission of Health Sciences Students .....	60	Study Abroad Opportunities .....	78
Academic Renewal/Implementation .....	60		
Graduation .....	61	<b>7. Programs of Study</b>	
Graduation Requirements .....	61	General Statement .....	80
Graduation Honors .....	62	Transfer and Career Programs .....	80
How to Calculate Your GPA .....	62	Core Curriculum Areas .....	80
Grade Appeal Procedure .....	62	Core Area A: Essential Skills .....	80
		Core Area B: Institutional Options .....	81
<b>5. Student Affairs</b>		Core Area C: Humanities/Fine Arts .....	81
Student Affairs Mission .....	66	Core Area D: Science, Mathematics, and Technology .....	81
Statement of Non-Discrimination .....	66	Core Area E: Social Science .....	82
Student Discrimination Grievance Policy .....	66	Core Area F: Major Courses .....	82
Family Educational Rights and Privacy Act (FERPA) .....	68	Courses Appropriate to the Program of Study .....	82
Campus Security Act Information .....	69	<i>Associate of Arts Degrees</i> .....	83
Disclosure or Correction of Educational Records .....	69	Associate of Arts, Anthropology .....	83
Student Life .....	69	Associate of Arts, Art .....	83
Student Government Association .....	69	Associate of Arts, Biology .....	83
Orientation .....	69	Associate of Arts, Chemistry .....	84
Campus Organizations .....	69	Associate of Arts, English .....	84
Co-Curricular Programs .....	70	Associate of Arts, Foreign Language .....	84
Intramural and Recreational Activities .....	70	Associate of Arts, Geology .....	85
Intercollegiate Athletics .....	70	Associate of Arts, History .....	85
Fine Arts Performing Organizations .....	70	Associate of Arts, Journalism .....	86
Theatre Arts Guild .....	70	Associate of Arts, Mathematics .....	86
Children's Theatre .....	70	Associate of Arts, Philosophy .....	86
Musical Performing Organizations .....	70	Associate of Arts, Physics .....	86
The Corale .....	70	Associate of Arts, Political Science .....	87
The Jazz Ensemble .....	70	Associate of Arts, Psychology .....	87
The Wind Ensemble .....	70	Associate of Arts, Sociology .....	87
The DeKalb Symphony Orchestra .....	71	Associate of Arts, Theatre .....	88
Publications .....	71	<i>Associate of Science Degrees</i> .....	88

Associate of Science, Art.....	88	Italian (ITAL).....	119
Associate of Science, Business Administration..	88	Japanese (JAPN).....	120
Associate of Science, Computer Science .....	88	Journalism (JOUR).....	120
Associate of Science, Engineering.....	89	Mathematics (MATH).....	120
Associate of Science, General Studies .....	89	Military Science (MILI).....	122
Associate of Science, Health and Physical Education .....	89	Music (MUSC).....	122
Associate of Science, Health and Physical Education Teaching Option.....	89	Music Theory Placement Examination.....	122
Associate of Science, Music.....	89	Arrangement and Scheduling of Music Courses.....	122
Associate of Science, Pre-Dentistry/Pre-Medicine/ Pre-Pharmacy.....	90	Area of Concentration.....	123
Associate of Science, Psychology .....	90	Performance Organizations and Ensemble.....	124
Associate of Science, Teacher Education.....	90	Music (MUSA) Applied Music.....	125
Special Admission Requirements for Teacher Education Programs .....	91	Individual Instruction Special Information.....	125
Career Programs .....	91	Individual Practice and Practice Rooms.....	126
Associate of Science Degrees.....	91	Applied Music Audition.....	126
Associate of Science, Dental Hygiene.....	91	Applied Music Examination and Recital Performances.....	126
Associate of Science, Nursing .....	92	Nursing (NURS).....	127
Associate of Applied Science Degrees and Certificates.....	93	Philosophy (PHIL).....	129
Associate of Applied Science, Fire Management .....	93	Physical Education (PHED).....	130
Associate of Applied Science, Sign Language Interpreting (INTP).....	94	Physical Science (PHSC).....	132
Joint Programs.....	95	Physics (PHYS).....	132
Associate of Applied Science Degrees.....	95	Political Science (POLS).....	132
DeKalb Technical College, Programs with.....	95	Portuguese (PORT).....	133
Gwinnett Technical College, Programs with.....	96	Psychology (PSYC).....	133
Military Science, ROTC-Georgia State University.....	97	Reading (READ, REEN).....	134
Credit for Veteran's Service.....	97	Regents' Test Preparation (RGTR, RGTE).....	134
<b>8. Course Descriptions</b>		Religion (RELI).....	135
General Statement.....	99	Russian (RUSS).....	135
Course Number Changes from Previous Catalog.....	99	Sociology (SOCI).....	135
Accounting (ACCT).....	100	Spanish (SPAN).....	135
Anthropology (ANTH).....	100	Swahili (SWAH).....	136
Applied Technology (ATEC).....	101		
Arabic (ARAB).....	101	<b>9. Personnel</b>	
Art (ARTS).....	101	University System of Georgia.....	138
Astronomy (ASTR).....	102	Board of Regents.....	138
Biology (BIOL).....	103	Institutions of the University System of Georgia.....	139
Business Administration (BISM, BUSA).....	105	Personnel.....	140
Chemistry (CHEM).....	105	Executive Team.....	140
Chinese (CHIN).....	106	Campus Provosts.....	140
Communication (COMM).....	107	Deans for Academic Services.....	140
Computer Science (CSCI).....	107	Deans for Student Services.....	141
Dental Hygiene (DHYG).....	108	Academic and Student Affairs – Academic Instruction and Support.....	141
Drama (DRMA).....	109	Academic Affairs – Continuing and Corporate Education.....	141
Economics (ECON).....	110	Academic Affairs – Center for Distance Learning.....	142
Education (EDUC).....	110	Institutional Support Services.....	142
Engineering (ENGR).....	111	Auxiliary Support Services.....	145
English (ENGL).....	111	Institutional Advancement.....	145
English as a Second Language (ENSL).....	113	Student Services.....	145
Environmental Sciences (ENVS).....	113	Faculty.....	147
Film (FILM).....	113	Faculty Emeritus.....	160
Fire Management (FIRE).....	114		
French (FREN).....	115	<b>Course Abbreviations</b> .....	161
Geography (GEOG).....	115	<b>Index</b> .....	162
Geology (GEOL).....	115		
German (GRMN).....	116		
Higher Education Seminar (HEDS).....	117		
History (HIST).....	117		
Humanities (HUMN).....	117		
International Studies (INST).....	118		
Sign Language Interpreting.....	118		



### ABOUT THIS CATALOG

This *Catalog* does not constitute a contract between Georgia Perimeter College and its students on either a collective or individual basis. While every effort is made to ensure accuracy of the material published in the *Catalog*, Georgia Perimeter College reserves the right to change any provision listed, including but not limited to academic requirements for graduation, without actual notice to individual students. Every effort is made to advise students of changes. Information concerning academic requirements is available in the Enrollment and Registration Services Offices.

The academic and administrative policy of Georgia Perimeter College subscribes to the non-discrimination provision of Title V of the Civil Rights Act of 1964, which states “No person in the United States shall, on the grounds of race, color, or national origin be subjected to discrimination under any program or activity” of Georgia Perimeter College. Georgia Perimeter College supports Title IX of the Educational Amendments of 1972 and section 504 of the Rehabilitation Act of 1973. No person shall, on the basis of age, race, religion, color, sex, national origin, or disability, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under, any program or activity of Georgia Perimeter College.

The College complies with the Family Educational Rights and Privacy Act of 1974, which guarantees any student the right to inspect and review his or her educational records, to challenge the content of the records, and to control disclosures from the education records with certain exceptions.

## ACADEMIC CALENDAR

### Summer 2002

#### May Mini-Mester\*

April 19, 2002	Friday	May Mini-Mester Application and Document Due Date
May 10, 2002	Friday	Early Registration Payment Due Date
May 14, 2002	Tuesday	Registration for all summer sessions
May 15, 2002	Wednesday	Classes start
May 24, 2002	Friday	Midpoint
May 27, 2002	Monday	Memorial Day Holiday
June 3, 2002	Monday	Classes end
June 4, 2002	Tuesday	Finals
June 5, 2002	Wednesday	Grades due by 5:00 p.m.

\*The May Mini-Mester session offers concentrated/accelerated courses.

#### Regents Test Preparation Courses

##### Reading (RGTR) and Essay (RGTE)

May 14, 2002	Tuesday	Registration for all summer sessions
May 15, 2002	Wednesday	Classes start
June 21, 2002	Friday	Classes end
June 22, 24-26	S, M-W	Regents Test Dates (Tentative)

#### First 4½ Weeks, Second 4½ Weeks, 6½ Weeks and 9 Weeks

March 25, 2002	Monday	Advisement period begins
March 25-May 10, 2002		Early Registration (Web, Telephone)
May 1, 2002	Wednesday	Summer Application and Document Due Date
May 10, 2002	Friday	Early Registration Payment Due Date
June 6, 2002	Thursday	Registration for First 4½ Week, Second 4½ Week, 6½ Week and 9 Week courses
June 7, 2002	Friday	Classes begin 9 Week, First 4½ week and 6½ Weeks; Employee Registration
June 21, 2002	Friday	Midpoint for first 4½ Week courses
June 28, 2002	Friday	Midpoint of 6½ Week courses
July 4, 2002	Thursday	Holiday
July 5, 2002	Friday	First 4½ week classes end
July 8, 2002	Monday	Finals Exams for First 4½ weeks
July 9, 2002	Tuesday	Learning Support Exit Exam testing for first 4½ weeks
July 9, 2002	Tuesday	Grades due by noon for First 4½ week session [Exception: exit level Learning Support grades due ASAP following Exit Testing]; Registration for second 4½ week session
July 10, 2002	Wednesday	Second 4½ week classes begin, schedule adjustment and late registration for second 4½ week session; midpoint of 9 Week courses
July 19, 2002	Friday	6½ week classes end
July 22-23, 2002	Monday-Tuesday	Finals for 6½ Week courses
July 24, 2002	Wednesday	Learning Support Exit Exam testing for 6½ Week courses; Midpoint of second 4½ Week courses
July 26, 2002	Friday	Grades due by noon for 6½ Week courses
August 6, 2002	Tuesday	Second 4½ week classes end; 9 week classes end
August 7 & 8, 2002	Wednesday-Thursday	Finals for second 4½ week classes and 9 week classes; Learning Support Exit Exams for second 4½ weeks and 9 week classes
August 9, 2002	Friday	Grades due by noon

#### Note: 9 week session – 4 hour classes

- > MW classes will meet on the following Fridays: June 14, June 28, July 19
- > TR classes will meet on the following Fridays: June 21, July 12, July 26, August 2

#### Note: 9 week session - 3 hour classes

- > TR classes will meet Friday, August 2, 2002
- > All T,R evening classes meeting for 1.5 or 2.0 hour blocks will meet on the following Friday: August 2, 2002



**Fall Semester 2002**

July 11 .....	Thursday .....	Advisement Period Begins
July 11-August 9.....	.....	Early Registration (Web and Telephone)
July 1 .....	Monday .....	Application and Document Due Date (Nonrefundable application fee of \$20 required)
August 9 .....	Friday .....	Early Registration Payment Due Date
August 13-August 20 .....	.....	Registration (Web and Telephone)
August 12 .....	Monday .....	Convocation (College closed)
August 13 .....	Tuesday .....	Faculty In-Service Day/ Campus Meetings
August 14-15 .....	Wednesday-Thursday .....	Registration
August 16 .....	Friday .....	Faculty Work Day/ Campus Meetings
August 19 .....	Monday .....	Employee Registration
August 19 .....	Monday .....	Day and Evening Classes Begin for Full Semester Courses and First Half Semester Courses
August 19 & 20 .....	Mon-Tues .....	Late registration -Drop/Add
August 24 .....	Saturday .....	Saturday Classes Begin
August 31 .....	Saturday .....	Classes Meet
September 2 .....	Monday .....	Labor Day Holiday (Weekend classes meet on Aug 31)
September 16 .....	Monday .....	Midpoint for First Half Semester Courses
October 7 .....	Monday .....	Last Day of Classes for First Half Semester Courses
October 8 & 9 .....	Tuesday-Wednesday .....	Final Exams for First Half Semester Courses
October 10 .....	Thursday .....	Learning Support Exit Exams (for First Half Semester Courses)
October 14 .....	Monday .....	Grades Due by Noon for First Half Semester
October 15 .....	Tuesday .....	Registration/ Schedule Adjustment for Second Half Semester
October 16 .....	Wednesday .....	Midpoint for Full Semester Courses
October 16 .....	Wednesday .....	Second Half Semester Classes Begin
November 1 .....	Friday .....	Graduation Application Deadline
November 2-6 .....	Sa,M,T,W .....	Regents' Test Dates
November 13 .....	Wednesday .....	Midpoint for Second Half Semester Courses
November 27 .....	Wednesday .....	Fall break (No Classes held) - College Open
November 28-December 1 .....	.....	Thanksgiving Holiday
November 23 .....	Saturday .....	Last Day of Classes- Saturday Classes
December 6 .....	Saturday .....	Last Day of Classes-Full Semester and Second Half Semester
December 9 .....	Monday .....	Learning Support Math 0098 Finals
December 7, 9, 10, 11, 12 .....	.....	Final Exams for Full Semester Courses and Second Half Semester Courses
December 13 or TBA .....	Friday .....	Learning Support Exit Exams; All learning support students should check their court syllabus.
December 16 .....	Monday .....	Grades Due by Noon for Full Semester Courses & Secondnd Half Semester Courses
Dec. 23-Dec. 27 .....	.....	College Closed - Winter Holidays
January 1, 2003 .....	Wednesday .....	New Year's Day Holiday

**Spring Semester 2003**

October 28 .....	Monday .....	Advisement Period Begins
October 28-December 6 .....	.....	Early Registration (WEB and Telephone)
November 1 .....	Friday .....	Application and Document Due Date (Nonrefundable application fee of \$20 required)
December 6 .....	Friday .....	Early Registration Payment Due Date
Dec. 23-Dec. 27 .....	.....	College Closed - Winter Holidays
January 1, 2003 .....	Wednesday .....	New Year's Day Holiday
January 2 .....	Thursday .....	Registration
January 3 .....	Friday .....	Registration; Ends 5:00 p.m.
January 6 .....	Monday .....	Employee Registration
January 6 .....	Monday .....	Day and Evening Classes Begin for Full Semester Courses and First Half Semester Courses
January 7 & 8 .....	Monday & Tuesday .....	Late Registration-Drop/ Add
January 11 .....	Saturday .....	Saturday Classes Begin

January 20	Monday	Holiday, Martin Luther King, Jr. Day
February 3	Monday	Midpoint for First Half Semester Courses
February 24	Monday	Last Day of Classes for First Half Semester Courses
February 25-26	Tuesday & Wednesday	Final Exams for First Half Semester Courses
February 27	Thursday	Learning Support Exit Exams (for First Half Semester Courses)
February 28	Friday	Grades due by Noon for First Half Semester Courses
February 28	Friday	Graduation Application Deadline
March 1-7	Saturday-Friday	Spring Break (No Classes Held)
March 10	Monday	Registration—Second Half Semester; Midpoint for Full Semester Courses
March 11	Tuesday	Second Half Semester Classes Begin
March 22-26, 2002		Regents Test
April 4	Friday	Midpoint for Second Half Semester Courses
April 26	Saturday	Last Day of Classes-Saturday classes
April 28	Monday	Last Day of Classes- Full Semester and Second Half Semester
April 29	Tuesday	Spring Convocation (No Classes Held)
April 30	Wednesday	Learning Support Math 0098 Finals
April 30-May 1,2,3,6		Final Exams for Full Semester Courses and Second Half Semester Courses
May 5 or TBA	Monday	Learning Support Exit Exams; All learning support students should check their course syllabus.
May 8	Thursday	Grades Due by Noon for Full Semester Courses & Second Half Semester Courses
May 10	Saturday	Commencement

## Summer 2003

### May Mini-Mester\*

April 18, 2003	Friday	May Mini-Mester Application and Document Due Date
May 9, 2003	Friday	Early Registration Payment Due Date
May 13, 2003	Tuesday	Registration for all summer sessions
May 14, 2003	Wednesday	Classes start
May 23, 2003	Friday	Midpoint
May 26, 2003	Monday	Memorial Day Holiday
June 2, 2003	Monday	Classes end
June 3, 2003	Tuesday	Finals
June 4, 2003	Wednesday	Grades due by 5:00 p.m.

\*The May Mini-Mester session offers concentrated/accelerated courses.

### Regents Test Preparation Courses Reading (RGTR) and Essay (RGTE)

May 13, 2003	Tuesday	Registration for all summer sessions
May 14, 2003	Wednesday	Classes start
June 20, 2003	Friday	Classes end
June 21, 23-25		Regents Test Dates

### First 4½ Weeks, Second 4½ Weeks, 6½ Weeks and 9 Weeks

March 24, 2003	Monday	Advisement period begins
March 24-May 9, 2003		Early Registration (Web, Telephone)
May 1, 2003	Thursday	Summer Application and Document Due Date
May 9, 2003	Friday	Early Registration Payment Due Date
June 5, 2003	Thursday	Registration for First 4½ Week, Second 4½ Week, 6½ Week and 9 Week courses
June 6, 2003	Friday	Classes begin 9 Week, First 4½ week and 6½ Weeks; Employee Registration
June 20, 2003	Friday	Midpoint for first 4½ Week courses
June 27, 2003	Friday	Midpoint of 6½ Week courses
July 3, 2003	Thursday	First 4½ week classes end
July 3, 2003	Friday	Holiday

July 7, 2003 .....	Monday.....	Finals Exams for First 4½ weeks
July 8, 2003 .....	Tuesday.....	Learning Support Exit Exam testing for first 4½ weeks
July 8, 2003 .....	Tuesday .....	Grades due by noon for 1st 4½ week session
		[Exception: exit level Learning Support grades due ASAP following Exit Testing]; Registration for Second 4½ week session
July 9, 2003 .....	Wednesday .....	Second 4½ week classes begin, schedule adjustment and late registration for Second 4½ week session; Midpoint of 9 Week courses
July 18, 2003 .....	Friday .....	6½ week classes end
July 21-22, 2003.....		Finals for 6½ Week courses
July 23, 2003 .....	Wednesday .....	LS Exit Exam testing for 6½ Week courses; Midpoint of Second 4½ Week courses
July 25, 2003 .....	Friday .....	Grades due by noon for 6½ Week courses
August 5, 2003.....	Tuesday.....	Second 4½ week classes end; 9 week classes end
August 6 & 7, 2003.....	Wednesday-Thursday .....	Finals for Second 4½ week classes and 9 week classes; LS Exit Exams for Second 4½ weeks and 9 week classes
August 8, 2003.....	Friday.....	Grades due by 8:00 p.m.

Note: 9 week session – 4 hour classes

- > MW classes will meet on the following Fridays: June 13, June 27, July 18
- > TR classes will meet on the following Fridays: June 20, July 11, July 25

\*\*REGISTRATION DATES SUBJECT TO CHANGE. PLEASE CHECK CURRENT DATES IN THE CLASS SCHEDULE.

# About the College



## MISSION STATEMENT

A community committed to learning and to becoming a preeminent associate degree-granting institution, the faculty, staff, administrators, and students of Georgia Perimeter College share the following aspirations:

- To gain national recognition as a community of learners
- To assume a national leadership role in developing creative, technologically advanced academic and student services programs
- To serve as a model for other institutions in developing collaborative partnerships to deliver public services, technical assistance, lifelong learning, and economic development training

A regional, multi-campus unit of the University System of Georgia, Georgia Perimeter College strives to meet the changing expectations of our diverse collegiate and community constituencies by providing effective, innovative, lifelong educational opportunities. We are committed to diversity, continuous improvement, high academic standards, and the efficient use of resources. In decision-making at all levels, the enhancement of our students' lives is our first priority.

Georgia Perimeter College, a non-residential institution, serves diverse populations of traditional and non-traditional students in Greater Metropolitan Atlanta. Placing learning first, we provide accessible and affordable high quality undergraduate credit and non-credit programs for students seeking to complete an associate degree, transfer to a senior college or university, prepare for immediate entry into a career, pursue personal goals or enhance current workplace skills. Our curriculum specializes in liberal arts and professional preparation and promotes international and intercultural understanding. We also serve the broader community as an educational, cultural, and economic resource.

*Placing learning first, we provide accessible and affordable high quality undergraduate credit and non-credit programs for students seeking to complete an associate degree, transfer to a senior college or university, prepare for immediate entry into a career, pursue personal goals, or enhance current workplace skills.*

Our academic programs and student support services focus on careful assessment of our learners' abilities, achievements, and needs, accommodations of their special requirements and resources, and guidance in the development and realization of their expectations and goals. We thus offer specialized sequences of courses and support programs that promote academic and personal success for students of varying levels of academic preparation. We encourage excellence in teaching, provide a technologically advanced learning environment, support innovative strategies for meeting the learning styles of all students, and promote learning by engaging students actively and collaboratively.

In meeting the educational needs of the citizens of Georgia for the 21st century, we share with all other institutions in the University System of Georgia the following characteristics:

- A supportive campus climate, necessary services, and leadership and development opportunities, all to educate the whole person and meet the needs of students, faculty, and staff
- Cultural, ethnic, racial, and gender diversity in the faculty, staff, and student body, supported by practices and programs

that embody the idea of an open, democratic, and global society

- Technology to advance educational purposes, including instructional technology, student support services, and distance education
- Collaborative relationships with other System institutions, State agencies, local schools and technical institutes, and business and industry, sharing physical, human, information, and other resources to expand and enhance programs and services available to the citizens of Georgia

Georgia Perimeter College shares the following commitments to the citizens of Georgia with other associate degree level colleges of the University System of Georgia:

- A commitment to excellence and responsiveness within a scope of influence defined by the needs of the local area and by particularly outstanding programs or distinctive characteristics that have a magnet effect throughout the region or state
- A commitment to a teaching/learning environment, both inside and outside the classroom, that sustains institutional excellence, functions to provide University System access for a diverse student body, and promotes high levels of student learning
- A commitment to a high quality general education program that supports a variety of well-chosen associate programs and prepares students for transfer to baccalaureate programs, learning support programs designed to ensure access and opportunity for a diverse student body, and a limited number of certificate or other career programs to complement neighboring technical institute programs
- A commitment to public service, continuing education technical assistance, and economic development activities that address the needs, improve the quality of life, and raise the educational level within the College's scope of influence
- A commitment to scholarship and creative work for the specific purposes of supporting instructional effectiveness and enhancing institutionally relevant faculty qualifications
- Demonstrate an understanding of the importance of the arts and literature in the human experience.
- Recognize and apply scientific inquiry in a variety of settings.
- Identify, analyze, and evaluate global economic, political, historical, and geographic forces.
- Identify and apply the basic concepts of wellness.
- Apply the knowledge of personal, societal, and cultural development to living and working in a culturally diverse environment.

## ACCREDITATION

The College gained admission to The Southern Association of Colleges and Schools in November, 1967. It has also been accorded full institutional membership in the American Association of Community Colleges. Georgia Perimeter College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; telephone number 404-679-4501) to award Associate of Arts, Associate of Science, and Associate of Applied Science degrees.

## HISTORY

Founded by the citizens of DeKalb County and the DeKalb Board of Education under the Junior College Act of 1958, the College opened as DeKalb College in 1964 as the only public junior college in the State supported and controlled by a local Board of Education. It was established in order that any resident of the DeKalb School District who held a high school diploma or its equivalent and who desired to seek two years of postsecondary education might have the opportunity to do so.

The College's South Campus opened in 1972. Also beginning in 1972, students enrolled in DeKalb Area Technical School were able to enroll dually in vocational and collegiate programs, and the College was designated DeKalb Community College. As growth continued both for DeKalb County and the College,

## GENERAL EDUCATION OUTCOMES

A student who completes the core curriculum at Georgia Perimeter College will be able to

- Communicate effectively through speaking, listening, reading, and writing.
- Demonstrate effective problem-solving and critical thinking skills.
- Understand, interpret, and communicate quantitative data.
- Locate, organize, and analyze information through the use of a variety of computer applications.

the North Campus was added and began operation in 1979. DeKalb College pioneered in Georgia open-door admissions, personalized approaches to instruction, and community-related curricula and activities.

In 1985, DeKalb Vocational-Technical School was placed under the governance of a new statewide board for vocational-technical schools with daily operations remaining under the control of the DeKalb County School System. Students enrolled in specific Associate in Applied Science degree programs continue to enroll dually in the College and the Technical School, which is now known as DeKalb Technical College.

In 1986, when DeKalb County relinquished its support, the College was accepted by the Board of Regents of the University System of Georgia as the thirty-fourth member institution. Designed to be readily responsive to the educational needs of the community, the College began offering dual programs in cooperation with Gwinnett Technical College in the fall of 1987. In addition, since the fall of 1987, it offers at its Lawrenceville Campus a broad range of courses to students seeking Associate of Arts or Associate of Science degrees. During spring 1993, DeKalb College in cooperation with Clayton State College, DeKalb Technical College, and Rockdale County Public Schools formed the Rockdale Center for Higher Education, which offers both credit and non-credit courses.

In November 1997, the Board of Regents of the University System of Georgia approved changing the name of the College from DeKalb College to Georgia Perimeter College to reflect its expanding mission and its service throughout the metro Atlanta area. As part of changing the College's name, the names of the campuses were changed to identify the cities in which they are located.

The College's academic offerings correspond with curricular content and requirements of the University System of Georgia. The College also serves as a community cultural center for the performing arts in music and drama. Curricula

feature transfer, learning support, career, continuing and distance education programs as well as joint educational offerings with other System institutions and State-supported technical institutes. Associate degrees are awarded to graduates who complete the two-year transfer and career programs.

## CAMPUSES

Georgia Perimeter College has four campus locations. The Clarkston Campus (formerly Central Campus), at 555 North Indian Creek Drive in Clarkston, is the original campus. Its facilities include eleven buildings: administration, the Jim Cherry Learning Resources Center, languages, fine arts, nursing, student center, physical education, plant operations, and maintenance-security. A stadium, which seats 18,000 persons, is used by both the College and area high schools.

The Decatur Campus (formerly South Campus), which opened in 1972 at the intersection of Clifton Springs and Panthersville Roads, has three large multi-purpose buildings. It has, in addition, a maintenance facility and a greenhouse.

The Dunwoody Campus (formerly North Campus), 2101 Womack Road, opened as a permanent facility in the fall of 1979. A science-classroom building, three general classroom buildings, and a learning resource center blend with the heavily wooded site to provide an attractive setting for learning.

Georgia Perimeter's Lawrenceville Campus (formerly Gwinnett Campus) opened in 1987 as part of the Gwinnett University System Center in response to growing educational needs in Gwinnett County. In January 2002, the Center moved to a new Lawrenceville location in a multi-purpose building at 1000 University Center Lane at the intersection of Collins Hill Road and Highway 316.

Classes taught through the Rockdale Center for Higher Education are scheduled in a multi-purpose building in Conyers, at 115 West Avenue.

For college students in the North Fulton area, Georgia Perimeter College offers classes

at Georgia State University's new Alpharetta Center, a high tech facility located off Old Milton Parkway at 3705 Brookside Parkway.

Except for students enrolled in highly specialized courses, which may be available on only one campus, students on all campuses choose from essentially the same programs of study. A student may attend classes on any campus.

The overall operation of the College is administered from offices located at 3251 Panthersville Road in Decatur. All locations are easily accessible from a neighboring interstate highway.

### **GEORGIA PERIMETER COLLEGE FOUNDATION**

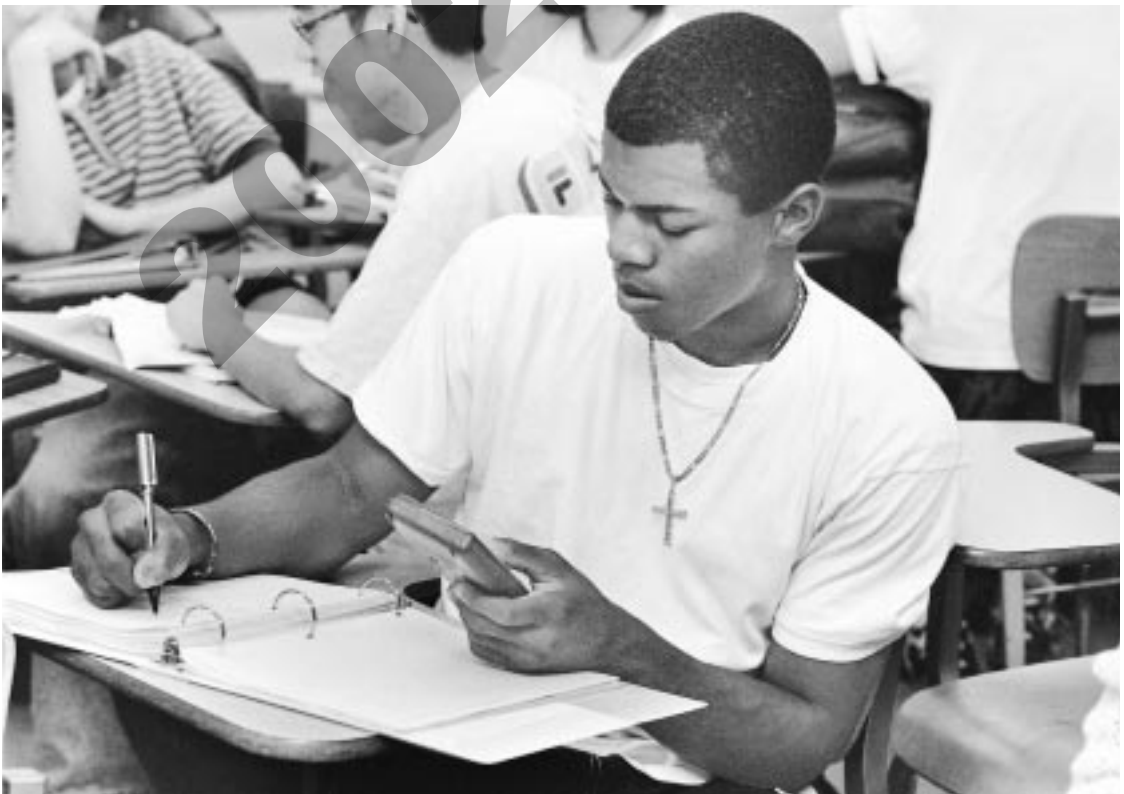
In July 1983, with the realization that state funds alone were not enough to provide adequate scholarships and programs for its students, the College created the DeKalb College Foundation to assist in raising funds and promoting the College. That foundation, today known as the Georgia Perimeter College Foundation, is responsible for raising funds for more than 30 endowed scholarships, academic program sup-

port and for creating community partnerships to support numerous programs for both faculty and students.

The Foundation welcomes tax-deductible gifts of cash, securities, real estate, and life insurance policies from individuals and corporations. The Foundation staff will work with individuals to establish memorial funds or to set up charitable trusts or bequests.

### **ALUMNI ASSOCIATION**

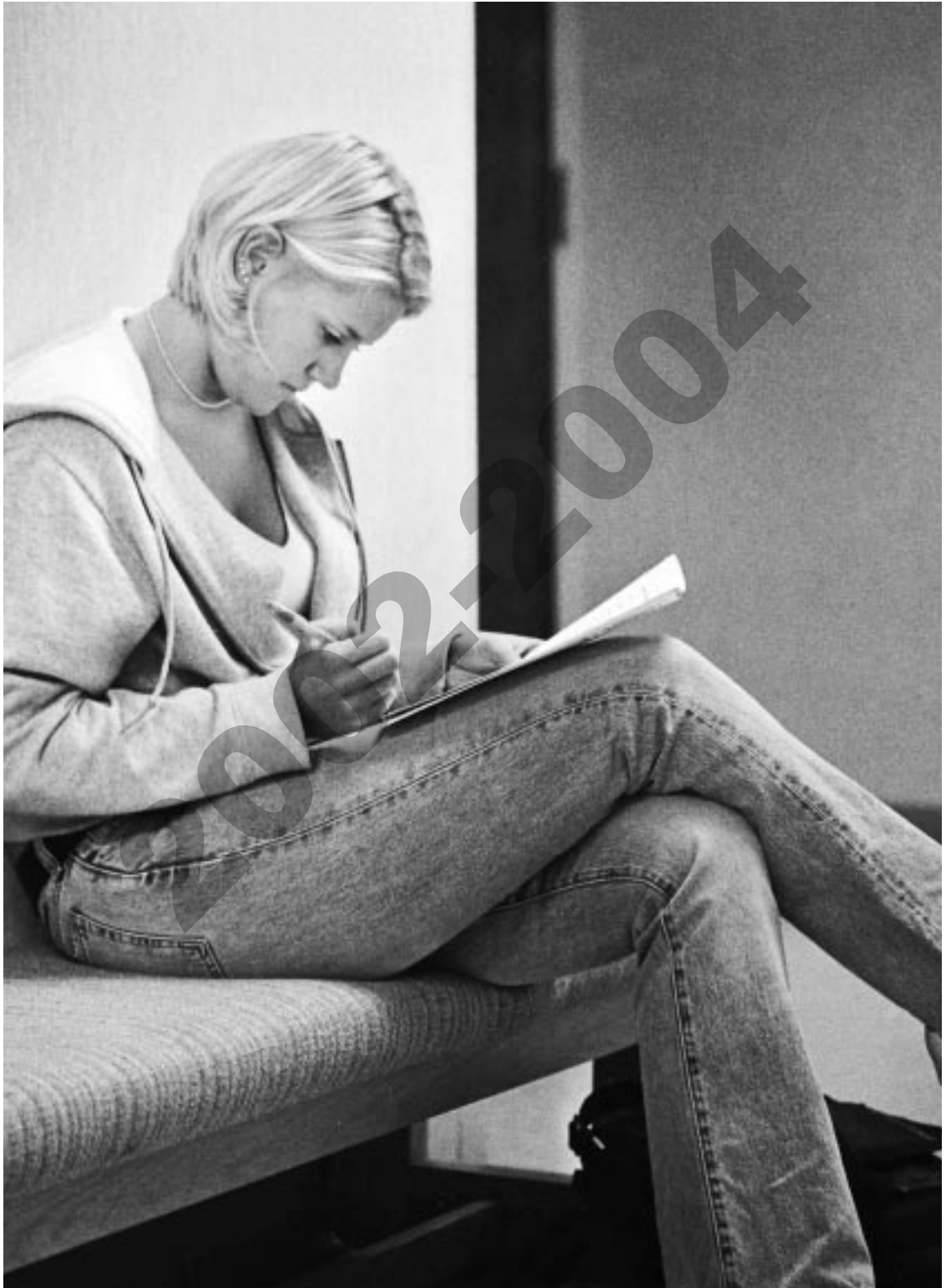
The Alumni Association, originally established in 1970 as the DeKalb College Alumni Association, was reorganized in 1983. Its purpose is to unite graduates and other former students in support of the continued growth and development of the College and to promote the personal, educational, and professional development of alumni. The Alumni Association currently awards a full-semester scholarship each spring semester, recognizes an outstanding faculty member each April, and awards one alumnus the "Outstanding Alumnus Award" at Commencement.





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# Admission to the College



**MISSION**

District Admissions and Records seeks to admit qualified students; to provide complete information to faculty and staff members, students, and the community at large; and to maintain complete and accurate student academic records.

**APPLICATION DATES**

For best consideration of an application for admission to Georgia Perimeter College, the application, the application fee, and all supporting documents should be received in the District Admissions and Records office by the following dates:

<u>Semester</u>	<u>Best consideration date</u>
Fall 2002 .....	July 13, 2002
Spring 2003.....	November 9, 2002
Summer 2003 .....	May 1, 2003

Although applications and documents will be accepted after these dates, first priority will be given to reviewing documents already received. Applications and documents received after these dates may delay consideration of the applicant until mid-term classes begin or until the next semester. An application will remain active for three (3) consecutive semesters (Summer Session counts as a semester).

**Admission Requirements**

Please refer to “Categories of Admission” for additional information.

Applicants need to submit the following:

- A \$20 non-refundable application fee (check or money order) and completed application
- Official transcripts from each high school, college, technical school, vocational school, and university attended. An applicant who has received a secondary school certificate of attendance or a special education diploma rather than an academic diploma is not eligible for admission as a traditional freshman. Graduates of non-accredited or non-state approved high schools are also required

to have completed the General Education Development test (GED). GED generally applies to non-traditional students. See “Admission of Students Holding the GED.”

- Students who are still in high school or college should submit a partial transcript at the time of application. A final transcript must be sent immediately after graduation. High school transcripts must indicate date of graduation and type of diploma awarded. It is the responsibility of the applicant to request that all transcripts be sent directly to District Admissions and Records, Georgia Perimeter College, 555 North Indian Creek Drive, Clarkston, GA 30021-2361.
- GED scores, if applicable
- Satisfactory official Scholastic Assessment Test (SAT) or American College Test (ACT) scores
- A Certificate of Immunization for measles, mumps, and rubella signed by a physician or a health facility official. A Certificate of Immunization form is provided to all students who apply to Georgia Perimeter College. Students who have a religious objection and students whose physicians have certified that they cannot be immunized because of a medical reason will be admitted. These students will be subject to withdrawal from classes without refund if an outbreak of a disease for which immunization is required occurs.
- Students applying for admission to an institution of the University System of Georgia must furnish their Social Security numbers on the printed application form. The Social Security number will provide permanent identification of each student.
- Additional forms and documents may be required. Notification will be sent from District Admissions and Records.

Applications and supporting documents may be mailed to District Admissions and Records, Georgia Perimeter College, 555 North Indian Creek Drive, Clarkston, GA 30021-2361.

All credentials submitted become and remain the property of Georgia Perimeter College and

will not be returned to the applicant, duplicated, or transferred to another institution.

Any student falsifying application records will be subject to dismissal without refund. Applications are valid for three consecutive semesters, Summer Session counts as a semester.

### Entrance Examinations

A record of scores on the Scholastic Assessment Test I (SAT I) from the College Entrance Examination Board or the Assessment Program from the American College Testing Program (ACT) is required for Georgia Perimeter College admission. Both tests are given throughout the year across the United States and around the world. Information about the national test dates is available in the Campus Testing Centers or directly from the testing services. Call the College Entrance Examination Board for more information about the SAT. For more information about the ACT, call the American College Testing Program at (404) 231-1952. For more information about the SAT program, call (609) 771-7600.

An institutional version of the SAT and ACT is given each semester at Georgia Perimeter College. Information about this examination is available in the Campus Testing Centers.

Testing accommodations are available to students with disabilities through the District Center for Disability Services.

Placement testing will be required for most students.

### College Preparatory Curriculum in High School

The following course of study is required of students who graduated from high school in 1988 or later and plan to enroll in a Georgia public junior college, senior college, or university program leading to the associate or baccalaureate degree. Exception: Students who qualify as non-traditional (see “Admission Criteria for Non-Traditional”).

### High School Requirements

<u>Course Emphasis</u>	<u>Units</u>	<u>Instructional Emphasis</u>
English	(4)	Grammar and usage, Literature (American and World), Advanced composition skills
Mathematics	(4)	Algebra I, Algebra II, geometry and 4th math
Science	(3)	Physical science and at least two laboratory courses with one from Life Sciences and one from Physical Sciences
Social Science	(3)	Three courses, including one focusing on United States history and one on world studies
Foreign Language	(2)	Two courses in one language emphasizing speaking, listening, reading, and writing

The courses outlined above represent the minimum standards set forth by the Board of Regents.

### Limited Admission

Georgia Perimeter College maintains a Limited Admission category for those students graduating from high school who do not meet the College Preparatory Curriculum (CPC) requirements. A limited number of students may be admitted under this provision if they have no more than three deficiencies. The following represents how deficiencies may be satisfied:

- ENGLISH—Students graduating with fewer than the four required units of English must take the COMPASS Examination in English and reading regardless of SAT or ACT score. Based upon the student’s score, the student will either be exempt from Learning Support English and/or reading or be placed in Learning Support English and/or reading at the appropriate level.

- **MATHEMATICS**—Students graduating with fewer than the four required units of mathematics must take the COMPASS Examination in mathematics. Based upon the student's score, the student will either be exempt from Learning Support mathematics or be placed in Learning Support mathematics at the appropriate level.
- **SCIENCE**—Students graduating with fewer than the three required units of science must take an additional course in a laboratory science chosen from the approved laboratory sciences in Area D of the Georgia Perimeter College Core Curriculum.
- **SOCIAL SCIENCE**—Students graduating with fewer than the three required units of social science must complete one additional course chosen from the approved social science courses in Area E of the Georgia Perimeter College Core Curriculum.
- **FOREIGN LANGUAGE**—Students graduating with fewer than two units of the same foreign language must complete one additional introductory foreign language course. Either a 1001 or 1002-level course may be taken for this purpose.

The additional required courses in science, social science, and foreign language represent nine semester credit hours of course work beyond the requirements for the program in which the student is enrolled. The student must earn a "C" or better in each of these courses. Entering freshmen must take these courses by the time they have earned 18 semester credit hours. Transfer students must take these courses immediately upon entering System institutions or as soon as possible thereafter. Although the student receives credit in the grade point average for these courses, they do not count toward hours required for graduation.

Limited Admission requirements apply to students in two-year degree programs transferring into programs that lead to baccalaureate degrees and to students transferring into any System institution unless those students have completed 30 semester credit hours of transfer core curriculum.

In addition to the CPC requirements outlined above, beginning freshmen must meet minimum SAT or ACT requirements with no more than three course deficiencies in the College Preparatory Curriculum.

Students who have been out of college and high school for five or more years are exempted from CPC requirements.

## **ADMISSION OF STUDENTS HOLDING THE GED**

Only non-traditional students can apply for admission to GPC with a GED. Please refer to the full definition of non-traditional student in this catalog under Categories of Admission. If you hold a GED but do not fit the non-traditional category, please check with District Admissions for the most current criteria for the limited admissions options.

## **ADMISSION FOR NON-U.S. CITIZENS**

### **General Information**

International (i.e., F-1 visa) students are required to attend college full-time and make satisfactory progress each semester towards their program objectives as stipulated in the College-issued Certificate of Eligibility (I-20). The College is required to notify the Immigration Service when international students do not attend full-time, maintain poor classroom attendance, terminate their enrollment, or make unsatisfactory progress.

International students in F-1 status who complete their admission files will be notified of acceptance to the College. Entry Services for International Students will issue the Immigration and Naturalization Service (INS) Form I-20. It is in the best interest of the applicant to have a U.S. mailing address at the time of application.

As a two-year, non-residential college, Georgia Perimeter College does not provide, supervise, or recommend housing facilities for domestic or international students. Students are responsible for finding housing on their own and

should arrive in Atlanta prior to the semester of enrollment for this purpose.

All non-native speakers of English needing pre-college-level work in English should plan to register for ESL classes.

All students admitted to Georgia Perimeter College are required to abide by the rules and regulations of the College, to make satisfactory progress toward their educational objectives, and to remain in good standing.

All admissions correspondence for non-U.S. Citizen applicants should be directed to Entry Services for International Students, 555 North Indian Creek Drive, Clarkston, GA, 30021-2361.

### **Admission Requirements For Non-U.S. Citizens**

Students whose secondary education was completed outside the United States system of education (including students educated in English as well as students whose language of instruction throughout secondary school was not English) must complete the following requirements to gain admission to Georgia Perimeter College:

- I. Present credentials from all schools, including non-U.S. schools
  - Official high school transcript or appropriate examination results (GCE, CXC, WASC, SSCE) at a recognized level of completion and accreditation. If transcripts are in a language other than English, an official English translation is required. If high school transcript is unavailable, the student may take the General Education Development (GED) test.
  - Official college or university transcripts from each college or university attended. If transcripts are in a language other than English, an official English translation is required.
- II. Present Immigration documents
  - For out-of-country F-1 students: Upon entry into the United States, each of these students must bring these documents - I-20, passport, student visa, and I-94 card to Entry Services for International Students for copying.

- For F-1 students transferring from another college or university in the U.S., these students must bring I-20 from current school, passport, student visa, and I-94 card to Entry Services for International Students for copying.
- For all other students in immigrant or non-immigrant status in the United States, these students must present to Entry Services for International Students an original document certifying status in the United States, such as a resident alien card, an I-94, or a refugee card.

III. Proof of English language proficiency for non-U.S. citizens whose first language is not English and whose language of instruction throughout secondary school was not English must be satisfied by submitting one of the following test results to Entry Services for International Students:

- International Test of English as a Foreign Language (TOEFL): Prospective students must earn a minimum of 460 on the paper TOEFL or 140 on the computerized TOEFL. Students may contact the GPC Testing Center at 404-299-4061 or the Educational Testing Service at 609-921-2000 for information or to request an international TOEFL application. Students overseas can consult the American Embassy for TOEFL information (Georgia Perimeter College Code = 5165).
- Georgia State University Test of English Proficiency (GSTEP): Prospective students must earn at least a Lower Intermediate level score on each section of the test. This test is only given locally at Georgia State University. Call the ESL Department at Georgia State at 404-651-3650 for information.
- Non-native speakers of English who meet the minimum SAT I verbal admissions requirement of 330 will not need to take the Test of English as a Foreign Language (TOEFL) for admission purposes.
- Students with a passing General Certificate of Education (GCE) English

'O' level examination result will not need to take the TOEFL for admissions purposes. Present official GCE scores for review.

- IV. Present a financial statement: All applicants requesting a Form I-20 for student (F-1) visas must provide an affidavit of support showing that a minimum of \$15,500\* per college year is available to the student to defray college expenses including matriculation fees, non-resident fees, school supplies, living costs, and related expenses. A certified statement from the sponsor's bank showing that the required funds are available must be submitted. All fees must be paid at the time of registration. Federal Financial Aid is not available to F-1 visa students.

*\*This amount is subject to change due to increases in fees or living expenses.*

- V. Present a Certificate of Immunization: The Board of Regents of the University System of Georgia requires that all new students submit a Certificate of Immunization signed by a health professional for measles, mumps, and rubella before attending classes at any University System school.

Upon receipt of all required documents, the admission file will be evaluated, and a decision letter will be mailed. For applicants requesting a student visa, an I-20 will be issued upon acceptance for admission. For additional information, please call 404-299-4245.

### **Health Insurance Policy for Non-Immigrant (F-1) Students**

Since fall 1996, all international students in F-1 visa status at Georgia Perimeter College are required to purchase health insurance. Two options exist to help students meet this requirement:

1. International students may purchase the Georgia Perimeter College International Student Health Insurance Plan. Health insurance premiums are due each semester upon payment of registration fees. Students who choose this option will automatically be covered according to the Georgia

Perimeter College insurance requirements for F-1 visa students.

2. Students may select an alternate insurance policy provided that the company provides coverage comparable to the coverage offered through the Georgia Perimeter College International Student Health Insurance Plan. Alternate health insurance policies should provide comprehensive major medical coverage for both accident and sickness with a minimum limit of \$250,000. The policy should have a reasonable annual or per occurrence deductible.

Students who select an alternate health insurance policy must have their insurance company complete an Insurance Compliance Form from Entry Services for International Students at least two weeks prior to registration for review, evaluation, and approval before registering for classes. A copy of the student's policy, including the schedule of benefits, should also be submitted.

Students who fail to provide the required information or whose alternate insurance policy does not meet the minimum requirements will automatically be assessed the insurance premium for the Georgia Perimeter College International Student Health Insurance Plan. They will be expected to pay this premium when registration fees are due.

Students with pre-existing medical conditions covered under existing health insurance policies are advised to maintain existing coverage and supplement it as needed to meet Georgia Perimeter College requirements. Because health insurance coverage is not required of F-2 students (F-1 dependents), an F-1 visa student (primary policy holder) who wants dependent coverage should contact the health insurance company directly to obtain application and payment requirements for dependents. Dependent health insurance application forms are also available through Entry Services for International Students.

### **International Student Non-Resident Fee Waivers**

A limited number of non-resident fee waivers are available to international (F-1) students.

Guidelines and applications can be picked up at the Enrollment and Registration Services Office on each campus and at District Admissions and Records on the Clarkston Campus. Deadlines for filing applications for non-resident fee waivers are

Semester	Deadline
Fall 2002	July 30, 2002
Spring 2003	December 3, 2002
Summer 2003	April 15, 2003

## CATEGORIES OF ADMISSION

International students should also see the “Admissions for Non-U.S. Citizens” section above.

### Freshmen

This admission category designates all persons seeking admission who have not attended any college or university previously (or have fewer than 30 transferable semester hours of credit). Freshmen (or transfer students who must meet freshmen requirements) must submit all of the following items to be considered for admission:

- A completed application form
- An official high school transcript showing date of graduation. An applicant who has received a secondary school certificate of attendance or a special education diploma rather than an academic diploma is not admissible.
- Satisfactory SAT I (Scholastic Aptitude Test I) or ACT (American College Test) scores
- A Certificate of Immunization for measles, mumps, and rubella (Please see Admission Section on Immunization Requirement.)
- Placement testing as required

Freshmen must have a minimum Freshman Index of 1830, including a minimum 330 Verbal SAT I score and a minimum 310 Mathematics SAT I score. Comparable ACT scores are 12 Verbal and 14 Math. The Freshman Index (FI) is based on a combination of a student’s SAT I or ACT Assessment Program scores and high school academic grade point average (HSGPA) as follows:

$$FI = (500 \times HSGPA) + SAT \text{ I Verbal} + SAT \text{ I Math}$$

$$FI = (500 \times HSGPA) + (ACT \text{ Composite} \times 42) + 88$$

Freshmen must also have no College Preparatory Curriculum (CPC) deficiencies for regular admission. (See “Limited Admission”.)

### Transfer

This admission category designates all persons seeking admission who have been previously enrolled in one or more institutions of higher education. Transfer students must submit all of the following items to be considered for admission:

- A completed application form
- Official transcripts from each college or university attended
- A Certificate of Immunization for measles, mumps, and rubella
- Placement testing as required.

Applicants who have earned fewer than 30 transferable semester credit hours must complete all the requirements for beginning freshmen admissions including CPC, if applicable.

Additional documents include the following:

- An official high school transcript showing date of graduation
- Satisfactory SAT I (Scholastic Assessment Test I) or ACT (American College Test) scores.

Students with incomplete Learning Support requirements at another University System Institution shall be admitted only in accordance with Georgia Perimeter College’s approved Learning Support guidelines.

An applicant transferring from an institution or program that did not require the College Preparatory Curriculum must submit an official high school transcript unless the applicant has completed 30 semester credit hours of transfer credit. Transfer students who have not met all College Preparatory Curriculum requirements and who have not completed 30 semester credit hours of transfer core courses may be admitted only as provisional students under the Provisional Admission Procedures established by the University System of Georgia. They must

provide an official copy of their high school transcript. Please refer to “College Preparatory Curriculum in High School” above.

Ordinarily, colleges from which credits are transferred must be accredited by collegiate commission divisions of the regional accrediting association. As a general rule, credit will be given for lower-division courses. In some instances, however, where course equivalency is questioned, credits must be validated by examination. Examples include health science courses and credits earned more than ten years prior to the time of admissions evaluation. A three-year limit applies to nursing and dental hygiene courses considered for validation. Departmental guidelines are available in the Nursing and Dental Hygiene Departments. Approved core curriculum courses that the student has passed will be accepted in transfer. **EXCEPTION:** Entry level English and mathematics courses require a grade of “C” or better. Also, no “D” will be accepted in ENGL 1102 for transfer students. Even though other grades of “D” will be accepted for transfer, if the prerequisite for taking a higher level course is a “C” or better, the student will need to retake the course and earn the required grade before taking the higher level course.

Credit hours assigned to transferred courses cannot exceed the credit hours awarded at Georgia Perimeter College.

### **Non-Traditional**

This admission category designates all persons who have not attended high school or college within the last five years and who have earned fewer than 30 transferable semester hours of college credit. Non-traditional students must submit all of the following items to be considered for admission:

- A completed application form
- An official high school transcript showing date of graduation. An applicant who has received a secondary school certificate of attendance or a special education diploma rather than an academic diploma must successfully complete the General Education Development (GED) test prior to being

considered for admission. Graduates of non-accredited or non-state approved high schools are required to have completed the GED.

- Official transcripts from each college attended
- A Certificate of Immunization for measles, mumps, and rubella. Please see the Admission Section on Immunization Requirement.

For placement purposes, all non-traditional students must take the University System of Georgia COMPASS Examination to determine whether Learning Support shall be required unless exempted by collegiate level mathematics and English transfer courses.

### **Transient**

This admission category designates students who are currently enrolled in another regionally accredited college or university. Transient students must submit all of the following items to be considered for admission:

- A completed application form
- An approved transient letter from the proper official of the current institution that includes the following (sample form at [www.gpc.edu](http://www.gpc.edu)):
  1. Permission to enroll at Georgia Perimeter College. If permission is to be granted for more than one semester, it can be indicated in the letter of transiency. Otherwise, the transient status must be renewed after the first semester.
  2. A list of courses to be taken at Georgia Perimeter College.
  3. A Certificate of Immunization for measles, mumps, and rubella. Please refer to the Immunization Requirement.

Transient students must meet prerequisites for courses that they wish to take at Georgia Perimeter College. To verify this, students may be asked to present a copy of their transient letter to instructors during the first week of class. If the letter does not list a specific course, then students must bring a grade report or unofficial transcript which documents that they have met necessary prerequisites.



International (F-1 visa) students must also present a letter from the parent college certifying that the parent college will retain responsibility for the issuance of the I-20 form during the transient semester(s).

A transient student who wishes to continue as a transfer student at Georgia Perimeter College must apply through the Enrollment and Registration Services Office and meet all transfer admissions policies and requirements.

### Early Admission

This admission category designates high school students who choose to leave high school at the end of their junior year and enter Georgia Perimeter College under an early admission program. Students interested in this program must meet the following admission criteria:

- The student should lack no more than 75 hours (5 units) for graduation from high school at the time of admission to the College.
- The student should have a cumulative grade point average of 3.0.
- The student should have a minimum total of 970 on the SAT I with at least a 530 verbal SAT I score or ACT scores of 20 composite with 23 in English.
- The prospective early admission student should apply directly through District Admissions and Records. High school students who meet the above admission criteria must submit all of the following items to be considered for admission:
  - Completed application form
  - Official high school transcript
  - Letter of parental or guardian consent
  - Official SAT I or ACT scores
  - Certificate of Immunization for measles, mumps, and rubella. Please refer to the Admission Section on Immunization Requirement.
  - Non-refundable processing fee.

### Joint Enrollment/Post-Secondary Options

Georgia Perimeter College, in cooperation with area high schools, offers college-level

courses to high school juniors and seniors. A student may take the courses while still in high school and earn both high school and college credit.

High school juniors and seniors at least 16 years of age who are interested in these programs must meet the following admissions criteria:

- The student should have a cumulative grade point average of 3.0 or higher in college preparatory courses, excluding electives and weighted grades.
- The student should have a minimum SAT I score totaling 970 with a minimum 530 SAT I verbal or ACT score of 20 composite with a minimum 23 in English.
- The student should have a minimum SAT I score totaling 970 with a minimum 530 SAT I Math or ACT score of 20 composite with a minimum 22 in Math to complete the 4th unit of Mathematics to meet CPC requirements.

High school students who meet the above admissions criteria must submit all of the following items to be considered for acceptance:

- A completed application form
- An official high school transcript. The high school may require permission of parent or guardian to release this document.
- Official SAT I (Scholastic Assessment Test) or ACT (American College Test) scores
- A Certificate of Immunization for measles, mumps, and rubella. Please see Admissions Section on Immunization Requirement
- Written permission of parent or guardian
- Non-refundable processing fee
- If born outside the U.S., the student must present the original documents certifying U.S. citizenship or immigrant/non-immigrant status (resident alien card, naturalization certificate, U. S. passport) to the Enrollment and Registration Services Office or to the Campus Joint Enrollment Coordinator.

Any high school student planning to enroll in a mathematics course at Georgia Perimeter College must complete placement testing for mathematics.

Students who have not completed the College Preparatory Curriculum requirements may be admitted through the Joint Enrollment/Post-Secondary Options Program if they are enrolled in the necessary high school courses and scheduled to complete the requirements by the end of their senior year.

With the exception of the fourth year requirement for English and mathematics and the third year requirement for social science courses, a college course may not be used to fulfill both College Preparatory Curriculum requirements for high school and College degree requirements.

Joint Enrollment/Post-Secondary Options students are afforded the same status on the high school campus as any other member of the senior class. This includes eligibility for academic honors or participation in extracurricular activities. The Joint Enrollment/Post-Secondary Options students are also offered the same status on the College campus as any other member of the freshman class. This includes eligibility for College academic honors and participation in student activities.

**Special Note: All grades issued to Joint Enrollment students will be recorded as letter grades based on the College's grading system. College instructors will not issue numerical grades.**

### Students With Degrees

This admission category designates students who have earned associate or higher degrees from a regionally accredited school recognized by the University System and do not wish to obtain an additional degree at Georgia Perimeter College. All prerequisites for courses taken must be met. Any student seeking a degree must meet transfer student requirements. Previously degreed students must submit all of the following items to be considered for admission:

- A completed application form
- Official transcripts from colleges attended indicating the awarding of an associate or higher degree
- A Certificate of Immunization for measles, mumps, and rubella. Please refer to Admis-

- sion Section on Immunization Requirement.
- Placement testing as required

### Returning Georgia Perimeter College Students

This admission category designates students who are absent from Georgia Perimeter College for three consecutive terms. Returning students will be required to file a new application for admission and must meet current admission criteria. Returning students also will be subject to the current catalog for graduation requirements.

### Dual Enrollment Students

Georgia Perimeter College offers several dual Associate of Applied Science degrees with both DeKalb Technical College and Gwinnett Technical College. Students must meet the admission requirements for both the college and the technical college that they plan to attend. Separate applications must be filed at each institution.

### Prime Timers Program

Residents of the State of Georgia who are 62 years of age or older are invited to enroll in courses at Georgia Perimeter College, excluding courses which involve external agencies or individual instruction, on a space-available basis. Senior citizens may elect to audit courses for personal enrichment only or take courses for college credit. A senior citizen pays registration fees, supply fees, lab fees, and special course fees, if applicable. Matriculation costs are waived.

Persons interested in applying for participation in Prime Timers must meet the Georgia Perimeter College admission requirements and must be a Georgia resident. A maximum of 10 semester credit hours may be taken as a non-degree-seeking student.

### Definition of Legal Residence

A person 18 years of age or older may register as a resident of Georgia only upon showing that he or she has been a legal resident of Georgia for a period of at least twelve months immediately preceding the final day of registration. In the

absence of a clear demonstration that he or she has established legal residence in Georgia, no emancipated minor or person 18 years of age or older shall acquire Georgia residence status for fee purposes while attending any educational institution in the State.

A person under 18 years of age may register as a Georgia resident only upon showing that his or her supporting parent or guardian has been a legal resident of Georgia for a period of at least twelve months immediately preceding the final day of registration.

A full-time employee of the University System of Georgia and his or her spouse and dependent children may register as a Georgia resident even though he or she has not been a legal resident of Georgia for the preceding twelve months.

Full-time teachers employed in the public schools of Georgia and their dependent children may enroll as Georgia residents.

All aliens shall be classified as non-resident students. An alien who is living in this country under a visa permitting permanent residence shall have the same ability to qualify for residence status for fee purposes as a citizen of the United States.

If the parents or legal guardians of a minor change their legal residence in Georgia, the minor may continue to take courses for a period of twelve consecutive months upon the payment of resident fees. After the expiration of the twelve-month period, the student may continue registration only upon the payment of fees at the non-resident rate.

In the event that a legal resident of Georgia is appointed as guardian of a non-resident minor, such minor will not be permitted to register as a resident student until the expiration of one year from the court-appointed date, and then only upon proper verification that the appointment was not made to avoid payment of nonresident fees.

Military personnel and their dependents stationed in Georgia and on active duty, except military personnel assigned to institutions for educational purposes, shall pay the same fees assessed residents of Georgia.

## **Petition to Change Residence Status**

Students who enter Georgia Perimeter College as non-residents and subsequently qualify as legal residents must file a Petition for Georgia Residence Classification in the campus Office of Enrollment and Registration Services. The student's residence status is not changed automatically. A request must be made for the change at the proper time, and the student must provide proof that he or she qualifies for the change of residence status. Refunds are not retroactive to prior semesters. Requests for change of residence status received more than 60 days after the semester begins will be considered for future semesters only.

## **ACADEMIC PLACEMENT**

### **General Placement**

Since every entering freshman may not need the same series of courses, the level of academic placement may vary. The College makes every effort to determine the appropriate level of beginning instruction for each student by requiring that students take appropriate placement examinations. After the assessment of strengths and weaknesses in English, reading, and mathematical skills, the student is placed in the proper sequence of courses. Placement examinations are given throughout the semester on all campuses. Students who have submitted an application for admission to the College will be mailed testing invitations indicating when they should take the examination.

Non-native speakers of English should call 404-299-4061 for information regarding the ESL Placement Tests in English and reading. Non-native speakers of English may take the mathematics section of the placement examination during the same testing session as the ESL Placement Test.

Students with physical disabilities who need special testing assistance should call the District Coordinator of Testing to discuss their needs.

## English and Reading

All entering students must take the English and reading sections of the COMPASS placement examination, except for the categories of students listed below:

- Students with SAT I verbal scores of 480 or above or ACT 20 or above who do not have a CPC deficiency
- Students who have begun, exited, or exempted Learning Support English and reading at another Regents' institution
- Students who have passed a transferable course equivalent to English 1101 at a Regents' institution
- Students who have earned a "C" or better in a transferable course equivalent to English 1101 at a non-Regents' institution

Students who have begun but not exited Learning Support at another Regents' institution must see a counselor to determine placement.

Students must exit or exempt both Learning Support English and reading to enroll in English 1101 or to satisfy a CPC deficiency in English.

## Mathematics

All entering students must take the mathematics portion of the COMPASS examination to determine placement in mathematics, except for the categories of students listed below:

- Students who have begun or completed a Learning Support mathematics sequence at another Regents' institution
- Students who have completed at least one course in a transferable mathematics sequence at a Regents' institution
- Students who have completed with a "C" or above at least one course in a transferable mathematics sequence from a non-Regents' institution.
- Students who have begun but not exited Learning Support mathematics at another Regents' institution must see a counselor to determine placement.

## English As A Second Language

All students whose first language is not English must enroll in or test out of the ESL

program as they begin their first semester at Georgia Perimeter College. All non-native English speakers who score below SAT I 480 (verbal section only) or ACT 20 are required to take the ESL Placement Test.

According to the results, students register for one or more ESL courses (designated in the Catalog and schedules as ENSL) or test out of ESL and register for English 1101 (College English).

## Criteria for Determining ESL Status

1. Entering students who are non-native speakers of English and who score below SAT I 480 verbal (or ACT verbal 20) are required to take the ESL Placement Test, unless transfer credit for English 1101 has been accepted by Georgia Perimeter College.
2. Entering students whose scores on the ESL Placement Test indicate they do not need ESL courses may enroll in College English if they have no CPC deficiencies.

Call 404-299-4061 for information regarding the ESL Placement Test.

## English As A Second Language (ESL) Program

Students whose native language is not English must show proficiency in English before being admitted to the College as instructed by the office of Entry Services for International Students (ESIS). Students who graduated from a high school outside the United States must present satisfactory TOEFL or Georgia State Test of English Proficiency (GSTEP) scores. Students with English scores that admit them to Georgia Perimeter College will be given the ESL Placement Test for placement in appropriate ESL/English courses before advisement and registration.

The English as a Second Language Program provides instruction in speaking, listening, reading, and writing for non-native speakers of English. The program is designed to prepare students in the language skills necessary for successful academic work at Georgia Perimeter

College. Non-native speakers of English who score below SAT I 480 on the verbal section (ACT 20) are required to take the ESL Placement Test before being placed in one or more ESL courses or the appropriate English course. ESL courses are available on the Clarkston, Dunwoody, and Lawrenceville Campuses.

ENSL 0070	(4)	Integrated Skills I
ENSL 0071	(3)	Applied Grammar I
ENSL 0072	(3)	Academic Communication Skills I
ENSL 0080	(4)	Integrated Skills II
ENSL 0081	(3)	Applied Grammar II
ENSL 0082	(3)	Academic Communication Skills II
ENSL 0090	(6)	Academic English
ENSL 0095	(3)	Writing Workshop

### Registration

1. During each semester of enrollment, ESL students must first register for required ESL courses and Learning Support mathematics courses before registering for other courses. This policy applies to full-time and part-time students.
2. Students in the ESL Program may not accumulate more than 20 hours of college-level credit before completing all ESL requirements and Learning Support mathematics requirements. Any ESL student who accumulates 20 hours of college-level credit and has not successfully completed all ESL requirements and all Learning Support mathematics courses is permitted to enroll only in ESL courses or only in Learning Support mathematics courses until the student has completed all requirements.
3. Any ESL student who transfers credit hours to Georgia Perimeter College and who is required to take ESL courses or Learning Support mathematics courses may earn up to 20 additional hours of college-level credit. After earning 20 additional hours at Georgia Perimeter College without meeting

ESL Program requirements and Learning Support mathematics requirements, the student may enroll only in ESL courses or in Learning Support mathematics courses.

### ESL Withdrawal Policy

- Any ESL student who is enrolled only in ESL or Learning Support mathematics courses may withdraw from one or more of these courses. Students with F-1 visas, however, are required to take at least 12 hours per semester and must see the International Student Adviser before withdrawing.
- Any ESL student who is enrolled in both ESL/Learning Support mathematics and college-level courses and withdraws or is withdrawn from any ESL/Learning Support course before mid-term also will be withdrawn from college courses.

### Academic Progress Policy

Students in the ESL Program are required to earn a grade of “C” or higher in each individual ESL course in a maximum of three attempts per course before a penalty is imposed (described below). The only grade that does not count as an attempt in an ESL course is “W.”

### Academic Status

Any ESL student who does not earn a grade of “C” or higher in an individual ESL course (ENSL 0070, 0071, 0072, 0080, 0081, 0082, 0090, or 0095) in a maximum of three attempts in the course is suspended from Georgia Perimeter College for one semester and not permitted to take any courses.

After three attempts and the suspension of one semester, students will have one more attempt to pass the course. If such a student does not pass the required course after the fourth attempt, he or she will be excluded from the institution.

### Exit Policy

To exit the ESL Program, students must earn a “C” or better in ENSL 0090 or 0095 and pass the ESL Program Exit Test. Any ESL student who does not earn a “C” or better in an ESL course must repeat that course.

Students must exit or exempt ENSL 0090 or 0095 as a prerequisite for social, natural, and physical science courses; students must exit or exempt ENSL 0090 or 0095 as prerequisites for college-level English. For specific course prerequisites, check the course descriptions.

### **Learning Support Program**

In keeping with the admissions policy of Georgia Perimeter College, students who need a wide variety of Learning Support courses may be admitted to the College. Though many students qualify to enroll in credit courses along with Learning Support courses, others need a broad spectrum of Learning Support instruction and counseling to prepare them before they enroll in regular college-level course work. The Learning Support program attempts to meet this need by providing a sequence of studies and academic support services. Consequently, a major purpose of the program is to assist students with developing their personal goals and with planning accordingly. Special academic advisement and counseling are provided to speed the students' progress toward enrollment in college credit courses.

Students must be enrolled in required Learning Support courses to be allowed to take college-level course work, and students may not accumulate more than 20 hours of college-level credit before completing all Learning Support requirements.

Students may take a maximum of 12 semester hours or three semesters, whichever occurs first, in any Learning Support area. However, a transfer Learning Support student with fewer than three semesters and 12 semester hours in an area may be granted an additional semester (up to a total of 15 semester hours at all institutions) if that student was making appropriate progress at the sending institution and is ready for the exit level course at the receiving institution. (The purpose of this exception is to allow for variations that may occur in credit hours for courses at various institutions.)

Students must exit or exempt Learning Support reading as a prerequisite for social,

natural, and physical science courses; students must exit or exempt Learning Support English and reading as prerequisites for college-level English. Students must exit or exempt Learning Support mathematics as a prerequisite for physics and chemistry (any science course with a prerequisite of college-level mathematics would also require exit or exemption from Learning Support mathematics). For specific course prerequisites, check the course descriptions.

### **Career and Certificate Degree Programs** (Associate of Applied Science Degrees, including A.A.S. in Fire Management Technology and A.A.S. in Interpreter Training, A.S. in Nursing, and A.S. in Dental Hygiene)

Except as noted, these programs are not designed to transfer to a four-year college.

### **Programs Leading to Career Degrees** (Associate of Science Degrees and Associate of Science Degrees in Allied Health)

- Career degree applicants must achieve institutional admission (must include System SAT/ACT minimum scores). Applicants are not held to College Preparatory Curriculum (CPC) requirements unless required by the program.
- Students admitted to this category must take placement examinations in reading, English, and mathematics. Students whose scores do not exceed the institution's minimum cutoff scores for Learning Support (LS) placement in the areas of reading, English, or mathematics will be required to enroll in LS courses as follows:
  1. For those students who will take any course which has a LS prerequisite in an area (or areas), all LS requirements in that area (or areas) shall be met.
  2. For students who will take no courses with a LS prerequisite in an area (or areas), the LS requirements in that area (or areas) are not mandatory. The College shall deter-

mine whether remediation is needed for these students and shall provide such remediation through appropriate means.

- Students who have earned an A.S. in an allied health area or an A.A.S. may apply for admission to another program according to the institution's criteria for admission of such students. They will not be held to CPC requirements.
- Students admitted in this category who have not completed the career degree may apply for admission to another program if they meet regular or limited admission requirements. All LS and CPC requirements apply to these students. Available test scores and completed LS work may be applied toward the fulfillment of these requirements.

### Programs Leading to Career Certificates

- Certificate program applicants must have graduated from an accredited high school with a minimum GPA of 1.8 OR have met the Beginning Freshman CPC criteria for the institutional sector OR have earned the GED and must meet other institutional requirements.
- Students admitted to this category must take placement examinations in reading, English, and mathematics. Students whose scores do not exceed the institution's minimum cutoff scores for Learning Support (LS) placement (as specified in the institution's guidelines) in the areas of reading, English, or mathematics will be required to enroll in LS courses as follows:
  1. For those students who will take any course which has a LS prerequisite in an area (or areas), all LS requirements in that area (or areas) must be met.
  2. For students who will take no courses with a LS prerequisite in an area (or areas), the LS requirements in that area (or areas) are not mandatory. The College shall determine whether Learning Support is needed for these students and shall provide such support through appropriate means.

- Students admitted to this category may take only those college credit courses that are specified in the approved certificate program.

### Admission to the Dental Hygiene Program

Dental hygienists are licensed to provide education, therapeutic, and preventive services to children and adults in a variety of treatment settings. This program is designed to prepare students to provide delegated services consisting of scaling and polishing natural and restored teeth; exposing, processing, and mounting dental radiographs; providing preventive services and planning educational experiences for individuals and groups.

The professional curriculum runs five consecutive semesters, including one summer term. New students are accepted into the dental hygiene program and may begin the professional sequence of courses only in the fall semester of each year. Enrollment is limited. (Although the dental hygiene courses are sequential and begin only during the fall semester, students may begin and complete the required general education courses during any semester.) The Dental Hygiene Department on the Dunwoody Campus should be consulted regarding specific admissions requirements and advisement.

The following are excerpts from the program's admission requirements:

1. Applicants must satisfy all Learning Support requirements to be eligible for acceptance to the program.
2. Admission to the program includes the following: (a) applicants will be considered for fall program positions upon meeting all department admissions requirements; and (b) official notice of acceptance into the program is confirmed by a letter from the Department of Dental Hygiene.
3. Prior to taking the biology series of BIOL 1611 and BIOL 1612, lectures and labs, dental hygiene applicants must satisfy all prerequisite and corequisite requirements for these courses. The Department

of Dental Hygiene requires completion of CHEM 1951 lecture, or CHEM 1151 lecture and lab, as a prerequisite for BIOL 1611. CHEM 1951 is the same lecture as CHEM 1151, but without the lab. A student who completes CHEM 1151 should also complete CHEM 1152, lecture and lab. Dental Hygiene students planning to pursue a baccalaureate degree should enroll in CHEM 1151 and CHEM 1152 rather than CHEM 1951 and 1952.

4. To be eligible for graduation, a student must make a minimum grade of “C” or better in all professional courses and all science and English courses required in the program, and have a minimum GPA of 2.0.
5. Both parts of the Regents’ Test must be passed prior to entering the fourth semester of the program.

### **Admission to the Nursing Program**

The program leads to an Associate of Science Degree in Nursing. The Nursing Program is approved by the Georgia Board of Nursing and is accredited by the National League for Nursing Accrediting Commission (NLNAC). Graduates of this program are eligible to take the NCLEX — RN examination for Registered Professional Nurses. The curriculum is designed as a career program, but students wishing to continue their education may transfer credits to a number of institutions of higher learning.

New students are accepted into the nursing program in the fall and spring semesters. Enrollment is limited; therefore, admission is selective and competitive. Applicants with the strongest credentials will be given priority acceptance. These credentials include grade point average of college and high school courses with special emphasis on biology and a passing score on the nursing entrance test. Meeting the minimum academic requirements for admission to the College does not guarantee acceptance into the Nursing Program. Students not admitted may reapply for a later class.

Students should contact the Enrollment and Registration Services Office or Advising and

Counseling Services on any campus for information about the program. The admission requirements must be met by all nursing applicants: first-time applicants seeking admission to the two-year nursing program, transfer students seeking validation of previous nursing education from a NLN accredited nursing program, and LPNs seeking entry into the accelerated placement program.

The following are excerpts from the program’s admission requirements:

- Admission to Georgia Perimeter College.
- Completion of all Learning Support courses.
- Completion of at least one science course. (The Nursing Program recommends that applicants should complete as many general education courses as possible before enrolling in nursing curriculum.)
- A 2.5 grade point average or better for required general education.
- Passing score on Nursing Entrance Test. (Applicants are notified to take the test once application is evaluated.)
- Applicants for whom English is not their primary language are required to have a TOEFL score of 540 on the written test or 213 on the computerized test and a TSE score of 50 or more. Please contact the Department of Nursing for authorization to take the TOEFL and contact Education Testing Service in Princeton, New Jersey for information on TSE.
- Acceptance to the program is confirmed by a letter from the Nursing Department.
- BIOL 1611 (Lecture and lab), MATH 1101 and PSYC 1501 must be taken prior to entering the nursing program or taken in the fall semester along with NURS 1920.

Nursing students must pass both parts of the Regents’ Test prior to beginning the second year of the nursing program.

### **Admission to the Fire Management Technology Program**

The Fire Management program prepares individuals about to enter the fire service, and aspiring fire service members, for career positions in



the field of emergency services. The program is designed to provide the technical and administrative skills needed by first-line supervisors to function effectively in the emergency and business environments of the fire service today. Key elements of a traditional business curriculum have been combined with a variety of technical fire courses to assist students in fulfilling a variety of career tracks within the fire service, including fire management, fire investigation, fire prevention, public education, and training. Graduates of selected courses will have exceeded the objectives for Fire Officer I and II levels of the *National Fire Protection Association, 1021 Fire Officers Professional Qualifications*, 1997 edition.

New students are accepted into the fire management program fall and spring semester. It is the student's responsibility to complete an admissions file, include official transcripts, and gain admittance into Georgia Perimeter College. Contact a campus Enrollment and Registration Services Office or the program coordinator for information.

### **Admission to the Sign Language Interpreting Program**

There is an ever-increasing demand for qualified sign language/English interpreters. Interpreters are employed full- and part-time in education, business, and government and as independent free-lance interpreters. The two-year sequence of courses leads to an Associate of Applied Science degree with a major in Interpreting for the Deaf or a certificate of program completion.

Although basic American Sign Language courses are open to all College students throughout the year, the Sign Language Interpreting Program sequence of professional courses (INTP) starts only in the fall semester. Enrollment is limited. Once admitted, students complete a sequence of professional courses in sign language and interpreting. Students accepted into the program who subsequently withdraw from the course sequence are required to get written permission from the program coordinator before enrolling in future INTP courses. They may be required to pass an additional assessment of their signing

skills.

The following are excerpts from the program's admission requirements:

- Completion of admission file, including official transcripts and acceptance into Georgia Perimeter College.
- Attendance at a program orientation.
- English 1101 and 1102 with a "C" or better.
- Attaining a passing score on the Regents' Test
- Completion of the Sign Language Interpreting Program application.
- Successful completion of an entrance interview demonstrating intermediate conversational proficiency in American Sign Language.
- Demonstration of spoken English fluency.

### **Admission to Joint Programs with DeKalb Technical College and Gwinnett Technical College**

Georgia Perimeter College offers several dual Associate of Applied Science degrees with both DeKalb Technical College and Gwinnett Technical College. Students must meet the admission requirements for both Georgia Perimeter College and the technical college that they plan to attend. Separate applications must be filed at each institution.

Students who receive credit for all required technical courses from DeKalb Tech and complete the required collegiate courses from Georgia Perimeter College may earn an Associate of Applied Science degree. Students should refer to the DeKalb Technical College Catalog and to this catalog for specific admission criteria and for program information and course descriptions.

Students who receive credit for all required technical courses from Gwinnett Tech and complete the required collegiate courses from Georgia Perimeter College may earn an Associate of Applied Science degree. Students should refer to the Gwinnett Technical College Catalog and to this catalog for specific admission criteria and for program information and course descriptions.

### **Admission to the Honors Program**

The Honors Program is an academic and student services program for students in all

programs of study who have demonstrated outstanding achievement and motivation. The program offers intellectually challenging courses taught by dedicated faculty, interaction with other students, and opportunities for recognition and service. The purpose of the program is to encourage students to achieve excellence in all areas of their experience at Georgia Perimeter College.

Honors courses provide students the opportunity to do in-depth study with enriched content through research projects geared to each discipline. A number of these courses incorporate an interdisciplinary feature called “clustering.” In these classes, students jointly register for two courses in which the professors have created syllabi and assignments that complement each other.

### Eligibility

Students who demonstrate the ability and desire to excel academically are eligible to participate in the Honors Program. Students who are not now eligible may become eligible based on the quality of work done at Georgia Perimeter College. Entering freshmen with a composite SAT I score of 1200 or a SAT I verbal score of 650 are invited to participate in the program. An ACT English score of 30 or a mathematics score of 27 also qualifies a student for the Honors Program.

Others who are eligible include National Merit Semi-Finalists, students eligible for Phi Theta Kappa, transfer students who have earned a minimum of 9 credit hours with a GPA of 3.50, and students recommended by Georgia Perimeter College faculty.

Students in the Honors Program who receive an academic warning will be excluded from the program. Written permission from the Honors Program Coordinator will be necessary for such students to re-enter the program. To earn an honors certificate, the student must have completed at least 45 semester hours of college credit work with a cumulative GPA of 3.30. Of these 45 semester hours, 15 must have been earned in honors courses in which the student received a grade of “B” or higher.

Honors courses are offered in the following subject areas:

Anthropology	Political Science
English Composition	Psychology
History	Sociology
Literature	Speech
Philosophy	

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# Finances and Financial Aid



## FEES AND EXPENSES

Fees are paid on a semester basis at the time of registration. The precise amount of a student's fees depends upon a number of things, the most important of which are

- The number of courses taken
- The nature of the courses
- The location at which the courses are taught
- The number of credit hours assigned to the courses
- The residence status of the student

It is the responsibility of the student to be informed of and to observe all regulations and procedures regarding the payment of fees and the entitlement of refunds. Registration is not complete until all fees have been paid. Payment may be in cash, checks payable in U.S. currency, VISA, or MasterCard. The College reserves the right to determine the acceptability of all checks.

All tuition and other charges are subject to change without notice.

## COURSE FEES

**TUITION FEE** — Every student is required to pay tuition. All students are classified as either in-state or out-of-state.

All resident of Georgia students enrolled in fewer than 12 semester credit hours pay in-state tuition at a rate of \$56 (2002-2003) per semester credit hour. All resident of Georgia students enrolled in 12 or more semester credit hours pay in-state tuition of \$666 (2002-2003) per semester.

All non-resident of Georgia students enrolled in fewer than 12 semester credit hours pay out-of-state tuition at a rate of \$222 (2002-2003) per semester credit hour. All non-resident of Georgia students enrolled in 12 or more semester credit hours pay out-of-state tuition of \$2664 (2002-2003) per semester.

**SCIENCE LAB FEE** — This charge applies to students taking Science courses and is designed to cover the cost of laboratory supplies and non-technical equipment.

**TECHNOLOGY FEE** — Every student is required to pay a \$38 per semester technology fee. Funds from the Technology Fee are used to maintain and upgrade the institution's technology base for instruction and student support programs.

**STUDENT ACTIVITY FEE** — All on-campus students are required to pay a \$42 per semester student activity fee. All students enrolled at the Rockdale Center only are required to pay a \$20 per semester student activity fee.

**ATHLETIC FEE** — All on-campus students are required to pay a \$27 per semester athletic fee.

**PARKING FEE** — All on-campus students are required to pay an \$15 (2002-2003) per semester parking fee.

Please note: Instruction delivered at the Clarkston, Decatur, Dunwoody, and Lawrenceville locations is considered on-campus. Instruction by Telecourse, at the Rockdale Center (except as noted above), and other locations is considered off-campus.



## FEE STRUCTURE

### In-State Students

Semester Cr. Hours	Tuition	Activity Fee	Parking Fee	Athletic Fee	Technology Fee	Total In-State
1	56.00	42.00	15.00	27.00	38.00	\$178.00
2	112.00	42.00	15.00	27.00	38.00	\$234.00
3	168.00	42.00	15.00	27.00	38.00	\$290.00
4	224.00	42.00	15.00	27.00	38.00	\$346.00
5	280.00	42.00	15.00	27.00	38.00	\$402.00
6	336.00	42.00	15.00	27.00	38.00	\$458.00
7	392.00	42.00	15.00	27.00	38.00	\$514.00
8	448.00	42.00	15.00	27.00	38.00	\$570.00
9	504.00	42.00	15.00	27.00	38.00	\$626.00
10	560.00	42.00	15.00	27.00	38.00	\$682.00
11	616.00	42.00	15.00	27.00	38.00	\$738.00
12 & up	666.00	42.00	15.00	27.00	38.00	\$788.00

### Out-of-State Students

Semester Cr. Hours	Tuition	Activity Fee	Parking Fee	Athletic Fee	Technology Fee	Total Out-of-State
1	222.00	42.00	15.00	27.00	38.00	\$344.00
2	444.00	42.00	15.00	27.00	38.00	\$566.00
3	666.00	42.00	15.00	27.00	38.00	\$788.00
4	888.00	42.00	15.00	27.00	38.00	\$1010.00
5	1110.00	42.00	15.00	27.00	38.00	\$1232.00
6	1332.00	42.00	15.00	27.00	38.00	\$1454.00
7	1554.00	42.00	15.00	27.00	38.00	\$1676.00
8	1776.00	42.00	15.00	27.00	38.00	\$1898.00
9	1998.00	42.00	15.00	27.00	38.00	\$2120.00
10	2220.00	42.00	15.00	27.00	38.00	\$2342.00
11	2442.00	42.00	15.00	27.00	38.00	\$2564.00
12 & up	2664.00	42.00	15.00	27.00	38.00	\$2786.00

### **Special Fees**

**Applied Music Fee** — \$75 for one semester credit hour of individual music instruction or \$150 for two to three semester credit hours of individual music instruction. Music instruction for one semester credit is one 25-minute private lesson weekly and for two or more semester credit hours is one 50-minute private lesson weekly. The applied music fee is in addition to the course fees and is charged to students taking fewer than four semester credit hours of music courses with the prefix MUSC.

**Nursing Lab/Insurance** — \$50 per semester. This charge applies to students taking nursing

courses (A.S. degree students only). It covers special N.L.N. examinations and liability insurance for students engaged in clinical activities.

**Dental Hygiene Lab/Insurance** — \$50 per semester. This charge applies to students taking the dental hygiene courses and is designed to cover the cost of liability insurance for students engaged in clinical activities.

**Health Insurance Fee** — \$265 per semester. This charge applies to international students with F-1 visas only and is required to cover the cost of health insurance.

**Application Fee** — A \$20 non-refundable fee is charged for each application. The acceptance

of this fee does not constitute acceptance of the student by the College.

**Late Registration Fee** — Any student registering during the scheduled late registration period will be charged a late registration fee of \$38.

**Other Fees** — Special fees may be assessed for services or programs with special costs. These include charges for such things as breakage, damage to College property, field trips, certain physical education courses, and telecourses.

## Fines

**Library Fines** — Library fines will be determined by the librarian in accordance with the delinquency or damage.

**Parking Fines** — Parking fines will be assessed for parking violations on each campus according to the severity of the violation.

**Returned Checks** — A fee of \$20 or 5 percent of the face amount of the check, whichever is greater, will be assessed for each check returned unpaid by the bank. A financial hold will be placed on the student's record when a check is returned, and the student will be notified of this hold. Checks not made good are subject to additional charges for collection expense.

## Fee Refunds

### Refund Policy - 100% Refunds

Students who formally drop from a course or withdraw from the College on or before the course session's last scheduled registration period, including those who have been excluded subsequent to registration, are entitled to a 100% refund of matriculation, technology, non-resident, student activity, athletic, parking, and certain special course fees.

### Refund Policy - Percentage Refunds

Students who formally withdraw from all courses after the course session's last scheduled registration period will be entitled to a percentage refund of matriculation, technology, non-resident, student activity, parking, and athletic fees.

## Special Conditions

- **There will be no refund for reducing course loads after the course session's last scheduled registration period.**
- Students who do not formally withdraw, who are suspended for disciplinary reasons, or who leave the College when disciplinary action is pending are not eligible for a refund of any portion of any fee.
- A refund of all mandatory fees shall be made in the event of the death of a student at any time during the semester.
- Ordinarily, refunds will not be issued until the end of the fourth week following registration. Any outstanding financial obligations to the College will be deducted from the refund.
- **All checks for refunds are mailed. It is the students responsibility to verify that their correct address is on file with the college.**

## Financial Obligations

Georgia Perimeter College has reserved and intends to exercise the right to withhold copies of educational records and/or discontinue enrollment of students who owe the College money.

## FINANCIAL AID

*(This information is provided as a guide and is subject to change without notice to comply with federal, state, and institutional policies.)*

Georgia Perimeter College participates in most major Federal and State Financial Aid programs and offers institutional scholarships as well. The District Financial Aid Office has an office located on each of the five campuses to assist eligible students in removing the financial barriers that may discourage them from attending college.

All students are urged to file an application for financial aid. The Financial Aid Office cannot determine eligibility or award financial aid unless the student completes the current Free Application for Federal Student Aid (FAFSA) or the Renewal Application. The FAFSA can

be obtained from all Financial Aid Offices, Advising and Counseling Services and Enrollment and Registration Services Offices at Clarkston, Lawrenceville, Dunwoody, and Decatur Campuses and the Rockdale Center. The forms are also available on the web at <http://www.fafsa.ed.gov/>.

Students applying for HOPE only may submit the Hope Scholarship & Grant Application or apply on line at <http://www.gsfc.org>.

Financial Aid is available in many forms: grants, scholarships, loans, benefits, and employment opportunities. Federal, state and local guidelines determine the amounts and types of financial aid offered to individual students. Students must reapply each year for most of these programs.

Students usually are offered financial aid packages consisting of some combination of loans, grants, scholarships, and employment. Grants and scholarships are considered “gift” assistance and need not be repaid. Loans are offered at low interest rates and can be repaid over an extended period of time: six months after students graduate or leave the College. If students are offered aid in the form of a job, they are paid an hourly rate.

### Eligibility for Financial Aid

Eligibility depends on many factors. To receive aid from the student aid programs offered at Georgia Perimeter College, students must

- Have a financial need, except for some loan programs, which do not require proof of need.
- Have a high school diploma or a General Education Development (GED) Certificate.
- Be a U.S. citizen or an eligible non-citizen.
- Have a valid Social Security Number.
- Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible† program.

(Students may not receive aid for correspondence or telecommunications courses unless they are part of an associate degree program.). In addition students may not

receive aid for auditing classes.

- Make satisfactory academic progress.
- Sign a statement on the Free Application for Federal Student Aid (FAFSA) certifying that the student will (1) use federal and/or state student financial aid only to pay for attending an institution of higher learning, (2) is not in default on a federal student loan or has have made satisfactory arrangements to repay it, (3) does not owe money back on a federal student grant or has made satisfactory arrangements to repay it, (4) will notify the school if he or she defaults on a federal student loan.
- Register with Selective Service, if required. If the student is a male age 18-25 and has not yet registered with Selective Service, he can give Selective Service permission to register him by checking a box on the FAFSA; he can also register through the internet at “<http://www.sss.gov/>”.

### How to Apply

Generally, only one Financial Aid Application must be completed to get consideration for all types of grants, scholarships, and work opportunities at Georgia Perimeter College. Loans and some special awards may require additional forms. To apply, take these steps:

1. Complete the Free Application for Federal Student Aid (FAFSA) or the Renewal Application each year. Submit the FAFSA:
  - Through the internet by using FAFSA on the Web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
  - By mailing a paper FAFSA.
2. When completing the FAFSA, be sure to list Georgia Perimeter College’s name and school code, 001562, in Step Six on the form. The address of the College is 555 North Indian Creek Drive, Clarkston, GA 30021-23963. Mail or transmit the completed and signed FAFSA to the Central Processor. If applying on the Internet, remember to print and mail the signature page. If completing the paper application, use the envelope attached to the application.

3. Students should receive a Student Aid Report (SAR) within four weeks after submitting their application to the processor. Students should review the SAR to make sure all information is correct. If some information is incorrect, make the correction on the SAR and return it to the processor. If students do not immediately correct a SAR, the application *will not* be processed until the corrections are made. Students should keep a copy of the SAR for their personal files.
4. If Georgia Perimeter College is listed in Section Six of the SAR, the District Financial Aid Office will receive your SAR electronically.  
If the SAR states that “your application has been selected for a review in a process called verification”, then the student must send signed copies of his or her federal tax returns to the Financial Aid Office. If the student is claimed as a dependent by his or her parents, signed copies of their returns must be sent as well. If a student is married, signed copies of his or her spouse’s returns are also required. The student will also have to complete a verification worksheet which can be obtained from the Financial Aid Office. Contact a Financial Aid counselor to see what additional information or documentation may be needed.
6. Students should respond quickly to all correspondence received from the District Financial Aid Office. The earlier this required information is received, the earlier an eligibility determination can be reached.

After the District Financial Aid Office receives a student’s SAR and all requested information, the staff will

1. Review the information.
2. Make an award based on eligibility and available funds.
3. Mail an award letter that lists the types and amounts of aid awarded to the student. The award letter may list additional requirements that the student must fulfill before funds can be disbursed.

4. The student should keep this letter with the SAR. Students are urged to keep their name, address, and telephone number current with the Enrollment and Registration Services.

When students are determined to be eligible for financial aid, tuition and fees may be covered to the extent of the aid, provided the students completed their financial aid files by the priority deadline. If the aid is not sufficient to cover tuition and fees, the student is responsible for the balance, which is due at the time of registration. If the aid exceeds the cost of actual tuition and fees, a check for the difference will be issued to the student the end of the fourth week following registration.

### Priority Deadlines

The FAFSA should be completed by March 1 every year for which a student plans to request aid. All other forms and documentation should be completed and submitted to the Financial Aid Office by April 1, regardless of the semester in which the student plans to enroll.

Files that are complete (with SAR and all supporting documents) by April 1 will receive priority consideration and should be awarded by May 15. Processing of files completed after April 1 will begin in the order in which they were received. Students who apply after April 1 should allow four to six weeks to receive an award letter. Students who apply after June 15 should be prepared to pay their fees during registration and be reimbursed based on their eligibility.

Applications for spring semester should be completed by October 1.

If a student’s file is not complete by the deadline, the student must pay his or her fees at the time of registration. The District Financial Aid Office cannot process aid applications during registration. Students may be reimbursed once eligibility has been determined. If a student’s aid does not cover the full balance, the student must pay any balance due before classes begin. The Financial Aid Office will not hold a place for the student in any classes.



## Award Packages

Once students have been awarded aid, they will receive an award letter that lists the various types of aid they are eligible to receive during the award year. Usually the award will be based on full-time status; some awards may be adjusted if the student does not enroll as a full-time student.

Students automatically will be reviewed for Federal Pell Grants and FSEOG Grants, because they are considered gift aid and do not have to be repaid. Students also will be reviewed for Federal Work-Study and the HOPE Scholarship.

Students may be awarded grant funds up to the cost of college attendance. If they still have unmet need, students may apply for a loan under the Federal Stafford Loan and /or the Federal Unsubsidized Stafford Loan programs. These loan programs require a separate application in addition the FAFSA.

Students who apply by the priority deadline will be considered for all available funds. Some funds are limited and are awarded to eligible students based on greatest need and meeting the April 1 deadline.

## Satisfactory Academic Progress (SAP)

Federal regulations require institutions to develop policies that insure that students who receive financial aid are progressing toward graduation. The school's satisfactory academic progress policy must include both a qualitative standard (such as the use of a cumulative grade point average) and a quantitative measure (such as a maximum time-frame for program completion) to track student progress. The SAP must be at least as strict as the policy for students who do not receive federal student aid funds.

### Qualitative Standard

(The following text appears in the *Federal Student Aid Handbook*.) Although a school may establish its own satisfactory progress standards, these standards must at least meet the minimums required by law and regulations. For the qualitative standard, the law specifies that by the end of the second academic year (measured as a period of time, not by the student's grade

level), the student must, in general, have

- A "C" average or its equivalent, and
- An academic standing consistent with the requirements for graduation from the program.

If a school determines that a student has maintained standards even though his or her grade average falls below a "C," the school must be able to document that the student's average is consistent with the academic standards required for graduation from the program.

### Quantitative Measure

(The following text appears in the *FEDERAL STUDENT AID HANDBOOK*.) To quantify academic progress, a school must set a maximum time frame in which a student is expected to finish the program. For an undergraduate program, the maximum time frame may not exceed 150% of the published length of the program measured in academic years, academic terms, credit hours attempted, or clock hours completed, as appropriate. For instance, if the published length of an academic program is 60 credit hours, the maximum time frame established by the school must not exceed 90 attempted credit hours.

## STANDARDS OF ACADEMIC PROGRESS (SAP) POLICY

**Qualitative Standard:** Any student whose cumulative grade point average falls below 1.75 after spring term will be placed on financial aid probation. If the cumulative grade point average is below the minimum, the student is no longer eligible for financial aid. The hours include transfer hours.

**(Quantitative Measure:** Georgia Perimeter College offers two-year degrees that require approximately 60 semester hours to graduate. Applying the 150% rule, the maximum credit hours (excluding Learning Support courses and English as a Second Language) that a student can attempt at Georgia Perimeter College and receive federal and state financial aid are 90 semester credits (60 credits in a program of study x 150%). Once the student earns 60 semester

credits, the student is considered to have earned the equivalent of an Associate's degree. For a student to be making progress toward graduation, they must complete 67% of the courses attempted.)

The Financial Aid Office monitors students' progress and will cancel all financial aid once the student has earned 60 semester credits or completed less than 67% of attempted coursework. Students who wish to earn a second Associate's Degree may request that their eligibility be extended to a maximum of 120 attempted semester hours or 90 earned hours, whichever comes first. Students must present a written statement from their department head confirming that they have met all the requirements for the first degree. If a student takes courses that are not required for the first or second degree, the student may be liable for all financial aid received for the ineligible courses.

### **Standards of Academic Progress (SAP) Evaluation**

A student's academic progress will be evaluated at the end of each spring semester unless the student experiences academic problems such as Academic Probation, Academic Exclusion, withdrawal from all courses, and so on. Once the Financial Aid Office has determined that a student is not making SAP, the office will attempt to notify the student in writing. Notification from the Financial Aid Office is not a requirement. It is the student's responsibility to be familiar with SAP and monitor his or her own progress each semester to protect financial aid eligibility.

### **LEARNING SUPPORT AND ENGLISH AS A SECOND LANGUAGE**

Learning Support (LS) and English as a Second Language (ESL) courses are considered remedial courses. Federal regulations set limits on the maximum hours a student can receive financial aid for taking remedial courses. Financial aid may be used for a maximum of 30 semester credit hours of LS courses and 30 semester credit hours of ESL courses. Once this

maximum is reached, students will not be eligible for financial aid until they exit Learning Support or are taking at least six semester credit hours of college-level work. Learning Support courses will not count toward the completion rate and maximum hours allowed for the degree. Financial aid may be used for a maximum of one year of English as a Second Language. Once this maximum is reached, a student will not be eligible for financial aid until he or she exits ESL classes. The ESL courses will not count toward the completion rate and the maximum hours allowed toward the degree.

### **APPEALS PROCESS**

A student who fails to establish good academic standing or to make satisfactory academic progress (SAP) becomes ineligible for financial aid. If students have mitigating circumstances beyond their control that affected their ability to meet SAP standards, they may appeal the loss of their eligibility. To appeal, a student must complete a Georgia Perimeter College Financial Aid Appeal Form and submit it with appropriate documentation to the Financial Aid Office. The documentation must be directly related to the events that affected the student's ability to meet SAP standards. The appeal should also include the steps the student is taking to ensure progress in the future. The student will be notified by mail of the outcome of the appeal. If the appeal is approved, it will list specific requirements the student must meet in order to continue to receive financial aid. If the student's appeal is denied, the student may regain eligibility by meeting the conditions listed below.

### **Reinstatement of Financial Aid Eligibility**

If a student fails to meet standards of academic progress and does not have mitigating circumstances or the student fails to meet the conditions of an appeal, the student may have his or her aid reinstated by

- Enrolling in at least six credit hours of courses required for a degree,

- Paying his or her fees without the use of financial aid, and
- Completing all courses attempted with at least a “C” grade.

Once the student has met the listed requirements, he or she may submit an appeal form along with a copy of the grade report. Upon receipt of the appeal form and verification of the student’s grades, the student may be awarded financial aid on a semester to semester basis. As long as the student completes all courses attempted with a “C” grade or better, he or she may remain eligible for financial aid.

### Refund Process for Students Receiving Financial Aid

The following is the Refund Policy for Financial Aid Recipients: Pursuant to the Public Law #105-244 the Higher Education Amendments of 1998, effective October 7, 2000, first-time enrolled Title IV recipients who withdraw from the College receive a pro rata refund, which will be refunded back to the Title IV programs in the following order: Unsubsidized Stafford, Subsidized Stafford, Plus, PELL, SEOG and other Title IV student assistance programs and, finally, to the student.

### Pro-Rata Refund Calculations

Refund Calculations are required for all students who receive SFA funds. Refund calculations are also required when the following apply:

- A recipient of a SFA grant or loan withdraws from school after beginning attendance. The amount of SFA grant or loan assistance earned by the student must be determined. If the amount disbursed to the student was greater than the amount earned, unearned funds have to be returned.
- A student withdraws on or before the 60% point in time of the enrollment period for which he or she was charged. If the above conditions applies, then a statutory pro rata refund will be calculated. GPC may charge an administrative fee not to exceed \$100, or 5% of the total institutional charges,

whichever is less (after the 60% point of time has earned 100% of the Title IV funds). This fee will be deducted from the calculated refund.

The “portion that remains” will be determined as follows: Under a pro rata refund, GPC will refund an amount proportional to the portion of the enrollment period for which the student has been charged that was not completed by the student. This “portion that remains” percentage is calculated using the formula below, and will be rounded down to the nearest 10%.

### Refund Calculations

GPC uses the Institutional Refund Policy for all students who withdraw from the College. The Institutional Refund Policy mandates the percentage of institutional charges that must be refunded as follows:

TIMING OF WITHDRAWAL	PERCENT OF CHARGES REFUNDABLE
First day of class	100% (less the administrative fee described above)
First 10% of enrollment period	90%
After the first 10% and up to 25% of enrollment period has passed	50%
After the first 25% and up to 50% of enrollment period has passed	25%

### Example of Refund Policies

#### Statutory Refund Calculation

GPC charges by the 16-week semester. For example, Penny is a student at GPC and received federal SFA funds. She withdraws in the 32nd day of the term (32/113=283%), so the statutory pro rata requirements apply. GPC will calculate Penny’s refund according to the statutory pro rata requirements, which require GPC to refund institutional charges proportional to the portion of the enrollment period for which the student has been charged. The portion of the enrollment period that remains for which Penny has been charged, is calculated as follows:

Penny enrolled Spring Semester and has received financial aid for the semester in the following amounts:

Federal Pell Grant	\$1650.00
Federal Supplemental Educational Grant	<u>250.00</u>
TOTAL:	\$1900.00

Penny's costs for the semester are as follows  
(Georgia Perimeter College cost are asterisked):

Tuition and fees	\$ 608.59
Room and board	1250.00
Books and supplies	450.00
Personal expenses	600.00
Transportation	<u>800.00</u>
	\$3708.59

Classes started January 8 and Penny officially withdrew on February 8, the 32nd day of the term.

Steps needed to calculate the refund on Penny's account:

1. Total Aid Paid (\$1900 - Percent of period of enrollment completed ( $32/113 = 28.3\%$ ) X amount of Aid Earned by the Student ( $28.3\% \times \$1,900 = \$537.70$ ) - Total Aid to be returned ( $\$1,900 - \$537.70 = \$1362.30$ ). Total Institutional (\$608.59) x Percentage of unearned Aid ( $71.7\% = \$436.36$ ) Total Aid to be returned. Initial amount of unearned Financial Aid due from GPC - the amount of Financial aid to be returned ( $\$1362.30 - \$436.36 = \$925.94^*$ ).

2. Return of Funds by the Student\*

The student (or parent for PLUS Loan) must return aid for which the student is responsible must return by repaying funds to the following sources, in order, up to the total net aid paid from each source, after subtracting the amount GPC will return. Amounts to be returned to grants are reduced by 50%. Total grant to be returned ( $\$925.94 \times 50\% = \$462.97$ )

\**Loan amounts are returned in accordance with the terms of the promissory note. No further action is required other than notification to the holder of the loan of the student's withdrawal date.*

## FINANCIAL AID AVAILABLE TO STUDENTS

### Georgia HOPE Scholarship

The Georgia HOPE Scholarship, funded by the Georgia Lottery, provides financial assistance to students attending Georgia public and private institutions of higher learning. Students must apply for the Federal Pell Grant and have graduated from high school in 1993 or later with a 3.0 GPA in College Prep or a 3.2 GPA in other tracks to receive the Freshman HOPE Scholarship. For the Sophomore HOPE Scholarship, students must have earned a 3.0 GPA after attempting 30 semester credit hours and not more than 60 credit hours. Students who do not have the HOPE grade point average of 3.0 at the end of the term they attempted (30,60,90 credit hours) must prepare to pay for classes. Students receiving the GED on or after July 1, 1993 must inform the Office of Financial Aid to be considered for the GED HOPE scholarship.

### Federal PELL Grant

The PELL Grant is a grant from the Federal government and does not have to be repaid. The amount of the grant is based on the amount of funds actually available for the program. The maximum award is \$4000 {NOTE: This may change} for the year, which will be distributed over two semesters. All undergraduate students are eligible to apply for the Federal Pell Grant.

## LOANS

### Federal Stafford Loans

The Federal Stafford Loan is a loan that must be repaid upon completion of school or interruption of studies. The student who qualifies may borrow up to \$2625 for the academic year as a freshman and \$3500 as a sophomore.

(NOTE: This may change) All first-time borrowers must have an entrance interview with the Financial Aid Office.

## Federal PLUS Loans

Federal PLUS loans are loans that a parent may use to assist a student in financing an education. Parents may borrow up to the cost of attendance, minus other aid per award year, if the student is enrolled at least half-time. The loan goes into repayment 60 days after the check is disbursed to the parent.

## Federal Unsubsidized Loans

Independent students who still need loan assistance after Federal Stafford Loan eligibility is determined may apply for the Unsubsidized Federal Stafford Loan. A maximum of \$4,000 can be awarded each year. Students are required to enroll for 6.00 credit hours each semester to maintain eligibility. Dependent students may apply for the Unsubsidized loans if the parent has been turned down for the Plus loan.

## Emergency Student Loans

Georgia Perimeter College provides interest-free loans to students on an emergency basis. Loans are granted to cover a portion of the cost of the student's registration fees for one semester and must be repaid by the specified deadline regardless of other pending aid. First semester students and transient students are not eligible for these funds. Students must be enrolled in six or more semester credit hours to receive an emergency loan. The loan funds are 50 percent of the fees up to \$300. A \$5.00 service fee will be added to each loan.

## WORK OPPORTUNITIES

### Federal Work-Study Program

The Federal Work-Study Program, a part of the Educational Opportunity Act of 1964, is available to students based on need as determined by Federal guidelines. Students are employed on an hourly basis for a maximum of 20 hours per week in various departments of the College. Placements are on a first-come, first-served basis if jobs and funding area available. Students currently on Federal Work-Study must have a completed file by April 1, in order to be

considered for the program for the next award year. All students must be enrolled and making Satisfactory Academic Progress.

## Student Assistants

In addition to the Federal Work-Study Program, the College provides a limited number of other student assistantships involving part-time work on campus. Students are employed on an individual basis. Students should consult individual departments for employment opportunities.

## GEORGIA PERIMETER COLLEGE FOUNDATION SCHOLARSHIPS

*\* Denotes non-GPC Foundation Scholarships*

### HONORS SCHOLARSHIPS

#### \*Agnes Scott Scholarships

Agnes Scott College awards five scholarships to women graduates of Georgia Perimeter College each year at commencement. The scholarships are for \$8,500 and are renewable for one year. Awardees are chosen based on academic record, community involvement, and need.

#### Eddie Butcher Scholarship

This Honors program scholarship is awarded to a Clarkston campus student who has completed at least three Honors courses and who has an overall GPA of at least 3.3. Information is available at the Clarkston Campus Honors Program.

#### \*Beulah Cleveland Scholarship

A merit scholarship established in honor of Beulah Cleveland for her service to the College, this Honors program scholarship is awarded to a Clarkston campus student who has completed at least three Honors courses and who has an overall GPA of at least 3.0. For more information, contact the Clarkston Campus Honors Program Coordinator.

#### \*Camille Colvin Scholarship

Established in 1978 by members of the English Department at the Clarkston campus in

memory of their colleague, this award provides funds for a Clarkston campus sophomore Phi Theta Kappan, Chi Pi Chapter, who has completed at least 40 hours of college transfer courses. The recipient is selected each year on the basis of academic achievement (highest cumulative GPA) and is nominated by faculty. Information is available at the Clarkston Campus Humanities Department.

### **J. Fred Hill Decatur Honors Scholarship**

This Decatur campus scholarship is awarded to a student who must have taken at least two Honors courses, has an overall GPA of at least 3.3, demonstrates a love of reading, stands out as an individual who raises stimulating questions in Honors classes and promotes intellectual discussion, has demonstrated service to the campus or to the Honors program and is enrolled at the College spring semester for at least nine credit hours during the year that the award is made. Scholarship amount is \$200. Applications and information are available at the Decatur Campus Honors Program or Financial Aid Office. Application deadline is March 1.

### **Alice Jacoby Egan Scholarship**

This Honors program scholarship, named after a former GPC student, is awarded to a Dunwoody campus student who has achieved academic success in the Honors program and who has demonstrated excellence or exhibited outstanding leadership ability in his or her extracurricular activities. A GPA of at least 3.0 and the completion of three Honors courses is required. Applications and information are available at the Financial Aid Office or the Dunwoody Campus Honors Program. Scholarship amount is \$200. Application deadline is March 31.

### **Diane P. Jennings Scholarship**

This Honors program scholarship is awarded to a student who has a 3.3 GPA after completing Introduction to Political Science and World Civilization courses, shows knowledge of current political events with an emphasis on civil rights

and demonstrates service to the College and community. Recipient must be nominated by faculty. For more information, contact the Clarkston Honors Program Coordinator. Scholarship amount is \$250.

### **Lawrenceville Honors Scholarship**

This Honors scholarship is awarded to a Lawrenceville student who has completed at least three Honors courses, has an overall GPA of at least 3.3, contributes actively to the intellectual milieu, in Honors classes, and is enrolled at the College during the semester for which the scholarship is designated. Scholarship amount is \$200. Applications and information are available at the Financial Aid Office or the Lawrenceville Campus Honors Program.

## **GENERAL SCHOLARSHIPS**

### **Alumni Association Scholarship**

This \$755 scholarship is awarded to a re-entry student who has completed 20 or more credit hours, has a 2.7 GPA, and is enrolled for 12 or more credit hours. Applications and information are available at all Financial Aid Offices. The application deadline is October 15.

### **American Legion Harold Byrd Post 66 Scholarship**

This need-based scholarship is available to veterans or children of deceased veterans. Students must have a GPA of at least 3.0, be enrolled for 12 credit hours, and have a completed FAFSA form on file. Applications and information are available at all Financial Aid or Veteran's Affairs Offices. Scholarship amount is \$400. Application deadline is March 31.

### **Richard Brunner Scholarship**

This scholarship is awarded to a Clarkston campus student who shows excellence in journalism. For information on applying for this scholarship, contact the Clarkston Campus Humanities Department. Application deadline is June 1.

### **Marvin and Mimi Cole Scholarship**

This scholarship, named in honor of the College's fourth president and his wife, will be given out for the first time in Spring of 2002. The award amount is \$300-500 and will go to a current student with at least a 2.5 GPA and six credit hours completed who submits a statement of financial need, a letter of recommendation from a GPC faculty member and a current transcript by March 31. Applications and information are available at any campus Financial Aid Office.

### **Executive Women International Scholarship**

This scholarship, sponsored by the Atlanta Chapter of Executive Women International, is awarded to students who have a GPA of 2.0 or better, are enrolled for a full load of college-level courses in their major and submit a complete application. Statements of financial need, career goals and objectives, two letters of reference, tax returns official transcript, and a copy of the student aid application are also required. Scholarship amount is \$2,000 (\$1,000/semester). Applications and information are available at all campus Financial Aid Offices.

### **Mary R. Futch Scholarship**

This \$600 scholarship, established in 1999 in memory of education booster Mary R. Futch, is awarded to a GPC student with at least a 2.5 GPA and financial need. Letter of recommendation from a member of the GPC faculty, statement of personal and professional goals and a copy of the most recent transcript are also required. Applications and information are available at any campus Financial Aid Office. Application deadline is March 31.

### **Charles W. Hall Memorial Scholarship**

This new scholarship was recently created by retired faculty and former DeKalb College Women's Club members Betsy and Robert Murdock, Jane Bennett, Barbara Disney, and Joyce Hairston. Hall who taught/coached at DeKalb High School and then at DeKalb

College from 1964 to 1983 was beloved by students. For more information about this scholarship or to make a gift to this fund, please contact Julie Noble in the Office of Institutional Advancement.

### **\*Laurie S. Johns Scholarship**

This \$500 scholarship is awarded annually to two DeKalb County residents with cumulative GPAs of 3.0 or better. Applications and information are available at Financial Aid Offices. Application deadline is March 31.

### **Ann M. Knight Memorial Scholarship**

Created in 2000 in honor of the former GPC Public Relations director, the Ann M. Knight scholarship is awarded to a humanities or education major with an interest in pursuing a career in public relations, journalism, English or education. The applicant must currently be enrolled, seeking enrollment, or in the process of registering. The recipient must maintain a 2.5 GPA the semester following receipt of the award. The amount of the scholarship is up to \$1,500. Applications and information are available at any campus Financial Aid Office or Public Relations Office on the Decatur campus. Application deadline is March 31.

### **Dawn Maltais Memorial Scholarship**

This new scholarship, named in honor of Lawrenceville business professor Dennis Maltais' late wife will be awarded for the first time in the Spring semester of 2003 to a female GPC Lawrenceville campus student with minimum 2.5 GPA who is enrolled full-time and has completed at least 10 semester credit hours. Applications and information will be available at the Lawrenceville Financial Aid Office by August 2002. Scholarship amount is \$250. Application deadline is November 1, 2002.

### **Grace McNamara Scholarship**

A new scholarship is being created to honor *Professor Emerita* Grace McNamara for her nineteen years of teaching excellence in the English Department, for her extraordinary service to the

College, and for her strong advocacy of the Joint Enrollment Program. Each year, this scholarship will recognize the outstanding academic achievements of a Clarkston Campus Joint Enrollment student.

### **Evelyn Newcomb Scholarship**

This scholarship, created in 1980 by the DeKalb College Women's Club in honor of Evelyn Newcomb, who served for many years as secretary to the President of the College, is awarded to a female student over the age of 25 who must be enrolled for at least eight credit hours, have a GPA of 2.5 or better and demonstrated financial need. Applications and information are available at any campus Financial Aid Office. Scholarship amount is \$500. Application deadline is March 31.

### **\*Regents' Scholarship**

The Board of Regents sponsors a program under which Georgia residents may qualify for scholarships at institutions in the University System of Georgia. The student must be enrolled in 12 semester credit hours, be a Georgia resident, have a completed FAFSA on file in the Financial Aid Office, and be in the upper 25 percent of his or her class. Scholarships are granted on a one-year basis but may be renewed each year provided recipients remain qualified. Regents' Scholars sign an agreement to work in the state, at an occupation for which they are educationally qualified, for one year for every \$1000 received. If recipients are unable to fulfill this agreement, they are expected to repay the full amount with interest at the rate of three percent per year.

### **Rotary Club of Stone Mountain Scholarship**

This \$500 scholarship is available to graduates of Stone Mountain High School or Redan High School who have a completed FAFSA on file with the Financial Aid Office. Applications and information are available at any campus Financial Aid Office.

### **\*Second Wind Scholarship**

This scholarship is awarded to a female Dunwoody Campus student, age 25 or older, who has a GPA of 3.2 or better and is a participant in the Second Wind program.

Applications and information are available at the Dunwoody Campus Second Wind Program. Application deadline is March 31.

### **\*SGA Emergency Scholarship**

This scholarship is available to students who are currently enrolled, have a GPA of 2.0 or better, and a documented emergency. Applications and information is available from the Dean of Student Services. Application deadline is March 31.

### **Stone Mountain Optimists Club Scholarship**

This \$1,000 scholarship is awarded to an incoming Georgia Perimeter College student who must be a graduate of Stone Mountain High School or Redan High School. Applications and information are available at the counselors' offices at Stone Mountain or Redan High Schools. Application deadline is March 31.

## **CHEMISTRY SCHOLARSHIP**

### **Dr. Judy C. Johnston Scholarship**

This \$350 scholarship is awarded to a student who has successfully completed organic chemistry pre-requisites, has an overall GPA of 3.0 or better and intends to enroll in Organic Chemistry 2641 and 2642 at Georgia Perimeter College. Applications and information are available at any Science Department or Financial Aid Office. Application deadline is March 30.

## **DENTAL HYGIENE SCHOLARSHIP**

### **Hinman Dental Society Scholarship**

This scholarship is awarded to a second year dental hygiene student with a GPA of 3.0 or better. For more information on applying for this scholarship, contact the Dental Hygiene Depart-



ment on Dunwoody Campus. Application deadline is November 15.

## EDUCATION SCHOLARSHIPS

### **Cleone Rhodes Alford Memorial Scholarship**

This \$300 scholarship, named for the mother of a former Georgia Perimeter College faculty member, is awarded to a sophomore education major with at least a 3.5 grade point average. Applications and information are available at Humanities Departments and Financial Aid Offices campus wide. Application deadline is March 31.

### **\*Jim Cherry Scholarship**

This scholarship is awarded annually to a graduate of a DeKalb County high school who intends to pursue a career in education. Recipient must be a rising sophomore with a minimum 2.8 GPA and must have completed EDUC 103 and 40 credits towards a degree in education. Applications are available at the Financial Aid Offices. Application deadline is June 1.

### **Johnnie Ray Williams Memorial Scholarship**

This \$300 scholarship is awarded to an Education major with a minimum of 18 semester hours toward an Associate's Degree who successfully completed or is currently enrolled in EDUC 1603 and demonstrates a sense of "volunteerism" or citizenship by participating in a minimum of 20 hours of community service in the area of education prior to the application deadline. A letter of verification declaring the volunteer work is required. Applications and information are available at any Humanities Department or Financial Aid Office. Application deadline is October 15.

## ESL SCHOLARSHIPS

### **Beverly Benson Scholarship**

This \$250 scholarship is awarded to a former

English as a Second Language student in his or her last semester. The award is based on length of time in ESL, progress through ESL, GPA, and the student's contribution to the ESL Department. Nominations must come from ESL faculty. Applications and information are available at the English as a Second Language Department on either the Clarkston or Dunwoody campus.

### **Elisabeth Lautemann Memorial Scholarship**

A new scholarship is being created in the name of Clarkston Campus LRC Director Eva Lautemann's mother, who passed away in January 2002. This award will go to a Clarkston campus student who has completed at least one semester of ESL and is a parent with financial need. For more information about this scholarship or to make a gift to this fund, please contact Julie Noble in the Office of Institutional Advancement.

## MATHEMATICS SCHOLARSHIPS

### **F. Lane Hardy Scholarship**

This scholarship, established to remember and honor the life and work of Dr. F. Lane Hardy who was chair of the Math departments at both the Dunwoody and Clarkston campuses, is awarded to a full-time rising sophomore with an interest in math and a GPA of at least 3.0 after completing three college level math courses or who has a GPA of at least 2.0 after completing five college level math courses. Scholarship amount is \$300. Applications and information are available at any campus Math Department or Financial Aid Office. The application deadline is March 1.

### **Larry Landis Henly Memorial Scholarship**

The Department of Math/Science/PHED on the Decatur campus has established the Larry Landis Henly scholarship for students in Learning Support Mathematics. For more infor-

mation about this scholarship or to make a gift to this fund, please contact Julie Noble in the Office of Institutional Advancement.

### **Learning Support Mathematics Scholarship**

This \$300 scholarship is awarded to a student who exhibits exemplary scholarship in and love of math and shows promise in other academic studies; the student must be nominated by faculty. Applications and information are available at any campus Math Department or Financial Aid Office.

### **FIRE MANAGEMENT SCHOLARSHIP**

#### **Charles E. Warren Memorial Scholarship**

A new scholarship is being created for GPC students of Fire Management in honor of Assistant Vice President of Continuing & Corporate Education Charlotte Warren's father, a dedicated fireman who passed away in November 2000. For more information about this scholarship or to make a gift to this fund, please contact Julie Noble in the Office of Institutional Advancement.

### **NURSING SCHOLARSHIPS**

#### **Gayle Brunelle Scholarship**

This scholarship is awarded to a first or second year nursing student, age 25 or older, who is returning to college and has demonstrated financial need. Must have a GPA of at least 2.5 and exam average of 75 or higher in current nursing courses. Applications and information are available at the Nursing Advisement Office or Financial Aid Office. Scholarship amount is \$500-1,000. The application deadline is November 15.

#### **Georgia Cancer Specialists Scholarship**

This scholarship is awarded to a second year nursing student with demonstrated financial need who is interested in oncology nursing.

Applicants must submit an essay describing personal interest in working with cancer patients and have a GPA of at least 2.5 and exam average of 75 or higher in current nursing courses. Applications and information are available at the Nursing Advisement Office or Financial Aid Office. Scholarship amount is up to \$1,500. The application deadline is March 31.

#### **Agnes Delehanty Memorial Scholarship**

Created in 2001 to honor the passing of the mother of a retired Nursing faculty member and DeKalb College alumna, this \$500 scholarship will be awarded each spring to a second year nursing student who has a GPA of at least 2.7, is enrolled full time, and submits a statement of financial need, a letter of recommendation from a member of the GPC Nursing faculty and a copy of his/her most recent tax return (or suitable substitution). Applications and additional information are available at the Financial Aid Office and at the Nursing Advisement Office on the Clarkston campus. Application deadline is February 10.

#### **Gynecology and Obstetrics of DeKalb P.C. Scholarship**

This \$500 scholarship is awarded to a nursing student with demonstrated financial need and established potential for success in the nursing program. The student must have a GPA of at least 2.5 and an exam average of 75 or better in current nursing courses. Applications and information are available at the Nursing Advisement Office or Financial Aid Office. The application deadline is November 15.

#### **Stella Manko Scholarship**

This scholarship is awarded to a rising sophomore who demonstrates satisfactory progress in the nursing program with a GPA of 3.0 or better and an exam average of 80 or higher in his or her nursing courses. The student should exhibit dedication to the nursing profession by evidence of professional activities, volunteerism in the community, and commitment to the nursing profession. The student must receive a recom-

mentation from clinical instructor. The scholarship amount is \$500. Applications and information are available at the Nursing Advisement Office or Financial Aid Office. The application deadline is March 31.

### **Trish Mashburn Memorial Scholarship**

A new scholarship for nursing students is being created in honor of Patricia (Trish) Mashburn, Associate Professor of Psychology and beloved faculty members on the Clarkston campus from 1987 until her death in 2000. For more information about this scholarship or to make a gift to this fund, please contact Julie Noble in the Office of Institutional Advancement.

### **Northlake Regional Medical Center Scholarship**

This \$500 scholarship is awarded to a nursing student with demonstrated financial need who has shown potential for success in the nursing program with a GPA of at least 2.5 and an exam average of 75 or higher in current nursing courses. Applications and information are available at the Nursing Advisement Office or Financial Aid Office. The application deadline is November 15.

### **Anne Tidmore Scholarship**

This \$500 scholarship, named in honor of retired nursing professor Anne Tidmore, is awarded to a second-year nursing student who has demonstrated academic excellence with a GPA of 3.0 or greater and an exam average on current nursing courses of 80 or better. Applications and information are available at the Nursing Advisement Office or Financial Aid Office. The application deadline is March 31.

### **\*Barbara H. Langford Memorial Loan**

This is a student loan that must be repaid. This loan is available to nursing students. Information may be obtained from the Nursing Department on the Clarkston Campus.

## **VETERANS' EDUCATIONAL SERVICES**

The District Veterans' Affairs Office assists former service personnel and other students eligible for veterans' educational benefits. The Office provides counseling and advisement services as well as certifying enrollment with the Veterans Administration. Eligible students should be prepared to pay the initial costs for tuition and fees since payment of benefits does not begin until six to eight weeks after enrollment. Students may receive no veterans' educational benefits if they have been conditionally accepted to the College. Anyone who would like more information about applying for benefits should contact the District Financial Aid and Veterans' Affairs Offices on the Clarkston Campus.

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# Academic Policies



## GENERAL POLICIES

### Request for Georgia Perimeter College Transcript

Students wishing to have a copy of their Georgia Perimeter College Academic Transcript or wishing to have it sent to another institution may request one by letter or on forms provided for such purpose (sample form available at [www.gpc.edu](http://www.gpc.edu)). Either should be submitted to the District Admissions and Records Office or to a campus Office of Enrollment and Registration Services. Pursuant to FERPA (Family Education Rights and Privacy Act) regulations, a transcript may only be released with the student's written permission.

### Changes to Students' Records

Applicants or currently enrolled students who desire to change their program of study, address, or other information as originally submitted should complete and submit the appropriate Data Change Form available at any campus Office of Enrollment and Registration Services.

## Withdrawals

### Course Withdrawals

#### A. Student-Initiated Withdrawals

1. Students who find it necessary to withdraw from a course must confer with their instructor. Withdrawal procedures begin in the campus Office of Enrollment and Registration Services by securing a Withdrawal Form.
2. Students who officially withdraw from 1000-level and above courses by the mid-point of the course receive a grade of "W."
3. Students taking only Learning Support courses who officially withdraw by the mid-point of a course receive a grade of "W."
4. Students taking a mixture of both Learning Support and 1000-level and above courses will not be allowed to withdraw from any Learning Support course before the mid-point of the course unless they also withdraw from all 1000-level and above courses.
5. Students who withdraw after the mid-point of the total grading period (including final

exams) will receive a grade of "WF" unless a hardship withdrawal approval is received from the appropriate department chair(s) or dean. The student must be doing passing work.

- a. All hardship withdrawals must be approved by the campus Provost or by an administrator designated by the Provost. Students requesting hardship withdrawals should submit appropriate documentation during the semester when the hardship occurs. Normally, a request for hardship consideration can not be made later than the mid-point of the following term.
- b. In an approved hardship withdrawal resulting in the dropping of all courses, the student will receive a grade of "W" in all courses.
- c. Under exceptional circumstances, a hardship may result in the dropping of some but not all courses. If the student is not passing a course to be dropped, the appropriate department chair must approve a grade of "W" to be given.
- d. The official date of withdrawal will be the date the student-initiated withdrawal form is received by the campus Office of Enrollment and Registration Services.

#### B. Instructor-Initiated Withdrawals

1. Instructors will record a grade of "W" and the last date of attendance on their official rolls for students who exceed their communicated absence policy before the mid-point of the course.
2. After the mid-point of the course, instructors will record a grade of "F" and the last date of attendance for students who exceed their communicated absence policy and have not completed a student-initiated withdrawal. It is the student's responsibility to adhere to the instructor's communicated absence policy.
3. A student may appeal an instructor-initiated withdrawal to the appropriate department chair within five days after the withdrawal is effected.

4. There is no refund of fees made to a student when a student is withdrawn from a course.

### College Withdrawals

- A. Students withdrawing from all courses for which they are registered are considered to be withdrawn from the College.
- B. Students considering withdrawing from the College should confer with an advisor or counselor. If a decision to withdraw is made, a Withdrawal Form should be completed.
- C. Student-initiated withdrawal policies are also applicable to College withdrawals.
- D. Students who officially withdraw from the College are entitled to partial refunds if the Withdrawal Form is filed within the refund period.

## COURSE POLICIES

### College Credit By Examination

In an attempt to individualize the education of students, the College offers a program allowing credit by examination. Through this program a student may bypass subjects he or she has already mastered and pursue more advanced work. A student may earn up to a total of 21 hours toward graduation in courses appropriate to the student's major through credit by one or more of the three following methods:

1. College Level Examination Program (CLEP)
2. Advanced Placement Program (AP) of the College Board
3. Departmental Examinations

To earn CLEP credits, a student's CLEP scores must be ranked at the fiftieth percentile or above using sophomore norms. Students may earn CLEP credit for the following courses:

ACCT	2101
BIOL	1401
CHEM	1421
ECON	2105
ECON	2106
ENGL	1101
FREN	2001 and 2002
GERM	2001 and 2002
HIST	1501

HIST	1503
HIST	2111
HIST	2112
MATH	1101
POLS	1101
PSYC	1501
PSYC	2611
SOCI	1101
SPAN	2001 and 2002

Students wishing to earn CLEP credit should contact the District Testing Center for additional information.

Students who participated in the Advanced Placement Program of the College Board in high school may earn credit in humanities, mathematics, sciences, and languages. Students wishing to receive credit for Advanced Placement courses should have the College Board send their AP examination scores to District Admissions and Records for evaluation.

In some academic areas, students are allowed to take departmental examinations for credit. Students should contact the department in which they wish to receive credit for additional information.

Questions concerning test administration dates should be directed to the Campus Testing Center. Questions concerning validation of CLEP or AP scores, or other interpretations, should be directed to District Admissions and Records.

### Course Exemption

Academic departments may, on an optional basis, establish and administer approved exemption examinations for courses that are listed as prerequisites to other courses. When a student passes such an examination, this is reported on the appropriate form to District Admissions and Records.

District Admissions and Records will enter the course exemption on the student's record showing the course number and title and will indicate that it was exempted by examination. No credit is given for courses exempted in this manner, but the student does have the privilege of enrolling in courses for which the exempted course is a prerequisite.

## Extension Work and Correspondence Courses

Extension or correspondence work for College credit may not be taken by a student while registered as a full-time student at Georgia Perimeter College except in extraordinary cases and when authorized by the Vice President for Academic and Student Affairs as a part of the student's normal load of work. The total number of hours that may be earned toward a degree or diploma by either extension or correspondence courses or both shall not exceed one-fourth of the hours required for graduation.

## Audit Courses

Audit is a grade status selected at the time of course registration. An auditor of a course must meet the usual admissions requirements. However, a student's placement must be College level to audit a Learning Support course. By registering as an auditor and paying fees and non-resident fees (if applicable), a student is permitted to audit a course with the consent of the instructor and attend classes without meeting all requirements of the course and without receiving credit. Exceptions to this policy are clinical courses, certain laboratory courses, and supervised work experience. A student is not permitted to change from audit to credit or from credit to audit after the add/drop period. (Note: Students auditing Learning Support courses may be withdrawn for excessive absences. When college-level students audit a Learning Support course, the course is counted as an attempt in that Learning Support area.)

## Repeating Courses

If a student repeats a course, both grades count toward the GPA, and both appear on the transcript, even though the course can be counted for credit only once. The grade received on the final attempt will be used for the purpose of graduation requirements.

## FULL-TIME STATUS

A full-time student is expected to take 12 credits each semester. Many students, however,

will take from 12 to 16 semester credits as full-time student. Students who find it necessary to work in order to attend college are reminded that carrying 12 or more credits is a full-time job.

## Class Attendance

All class attendance policies are on file with the appropriate department chair and are part of the course syllabus. It is the student's responsibility to attend punctually all classes, laboratories, and examinations as scheduled and in accordance with the class attendance policy of the instructor.

THE RESULT OF A STUDENT'S VIOLATION OF THE ATTENDANCE POLICY WILL BE WITHDRAWAL OR FAILURE IN THE COURSE.

## Standards for Academic Honesty; Appropriate Conduct in Use of College Computers

In accordance with policies and procedures regarding Academic Honesty (see Student Handbook), cheating and plagiarism are unacceptable in attempting to fulfill academic assignments (see Student Handbook for definitions and examples, procedures followed as a consequence of cheating or plagiarism, and possible disciplinary actions). The College has established this policy to ensure due process in such cases.

State and federal laws involving computer fraud, software piracy, etc., as well as institutional policy, govern the use of the College's computer systems. Please see the Student Handbook for a full explanation of these standards. Special regulations are listed in the Student Handbook as these relate to usage of the Internet other than in support of research and educational objectives.

## CLASSIFICATION

Students are classified as sophomores when they have completed 27 hours of academic work with an average of 2.0 or better. A student in a career program should have completed at least one-half of the general education requirements.

## GRADES

At the close of each semester, reports of student grades are mailed to students. Grades are also available via Web ([www.gpc.edu](http://www.gpc.edu)) and telephone: (404) 244-2400. The grading system used at Georgia Perimeter College is as follows:

- A** 90-100 Excellent
- B** 80-89 Good
- C** 70-79 Average — A grade of “C” is the minimum grade required for certain courses, as specified elsewhere in this catalog.
- D** 60-69 Poor — A grade of “D,” while giving hours credit, will not apply toward the degree in courses requiring a “C” or better.
- F** Below 60 Failure
- WF** Withdrawal/Failing — “WF” indicates that the student withdrew from the course while doing unsatisfactory work. (See the COURSE WITHDRAWAL SECTION.) No credit toward graduation is given for a course in which a grade of “F” or “WF” was received.

**Special Note:** All grades issued to Joint Enrollment students will be recorded as letter grades based on the College grading system. College instructors will not issue numerical grades.

The following symbols are used in the cases indicated but will not be included in the determination of the cumulative grade point average:

- W** Withdrawal — This symbol indicates that a student who was doing passing work was permitted to withdraw from the course without penalty.
- IP** In Progress — This symbol applies to Learning Support courses and under certain circumstances is assigned in lieu of grades below “C.”
- I** Incomplete — This symbol indicates the student has satisfactorily completed a substantial portion of the course work, but for **non-academic** reasons beyond the student’s control has not been able to complete some specific part or amount of the work required (for

example, the final examination). An **“I” not satisfactorily removed by the end of the following semester will automatically be changed to an “F.”** The time allowed for completing work may be extended to a maximum of 12 months when circumstances prevent the student from completing the work during the following semester. To obtain an “I,” the student and his or her instructor must complete the “Petition for ‘I,’” which will include a description of the work to be completed and the completion date. Copies of the “Petition for ‘I’” will be filed with the instructor, with the appropriate department chair, and with the campus registrar.

- S** Satisfactory
- U** Unsatisfactory — These symbols (“S” and “U”) are not used except for certain courses in the technical programs and other special credits where a grade point average is not computed, such as credits by examination.
- K** This symbol indicates credit granted by examination.
- NR** No Grade — This symbol is used when no grade is submitted.
- V** Audit — No credit is given to students who audit a course (see Audit Courses).

RGTR and RGTE Courses Only:

- S** Pass Regents’ Exam
- IP** Completed course work but failed to pass the Regents’ Exam: must repeat course

## Cumulative Grade Point Average

Determinations of scholastic standing are generally based upon a cumulative grade point average (GPA) which appears on each student’s permanent record. This average is computed by multiplying the credit hours assigned a course by the grade points earned. The sum of grade points divided by the total number of credit hours attempted at Georgia Perimeter College produces the cumulative grade point average. Credits earned in Learning Support courses,



credits earned in other institutions, credit by examination and other courses where symbols are assigned are not used in calculating the cumulative GPA.

Grade	Points
A	4.0
B	3.0
C	2.0
D	1.0
F	0.0
WF	0.0

### Semester Conversion of Quarter Hours

All quarter credit hours students have earned will be multiplied by two-thirds. This will convert the quarter credits to semester credit. For example, 90 quarter credits  $\times 2/3 = 60$  semester credits. In the quarter system, students generally need 90 credits to receive an associate degree, depending upon their program of study. In the semester system, students need approximately 60 credits for an associate degree.

### Dean's List

At the end of each semester, students who have achieved a grade point average of 3.5 or better while carrying an academic load of six semester credit hours or more of courses numbered 1000 or higher will be placed on the Dean's List.

## REGENTS' TESTING PROGRAM PROCEDURES

### Who Should Take the Regents' Test?

Students enrolled in all A.A. and A.S. degree programs shall pass the Regents' Test as a requirement for graduation.

Students enrolled in A.A.S. degree programs are not required to pass the Regents' Test.

Students are strongly encouraged to take ENGL 1101 and ENGL 1102 the first two semesters of enrollment. Students are also encouraged to take the test for the first time while enrolled in ENGL 1102.

Students must take the test in their first semester of enrollment after earning 30 semester

credit hours if they have not taken it previously. Students who have not passed both parts of the test by the time they have earned 45 semester credit hours must take remediation each semester of enrollment until they have passed both parts. Because students with 45 semester credit hours who have not passed the test may enroll in College-credit courses only if they also enroll in required remediation, such students could be permitted to enroll in College-credit courses for a maximum of three semesters after earning 45 semester credit hours. Institutions may further restrict enrollment in College-credit courses. At Georgia Perimeter College, once students have earned 54 semester credit hours, they may not enroll in any course work other than remediation until they have taken and passed the test.

Students entering Georgia Perimeter College with AP credit, credit from other advanced placement programs or examinations, and/or joint enrollment credit have at least two semesters of enrollment to take the Regents' Test.

Students transferring from outside the System with 30 or more semester credit hours should take the test during their first semester of enrollment at a System institution. Transfer students with more than 45 semester credit hours who have not passed both parts of the test before entering their third semester at a System institution must take remediation each semester of enrollment until they have passed both parts.

Students who are not enrolled at Georgia Perimeter College are strongly encouraged to take the test at their home institution. However, non-enrolled students who are eligible to take the test and are not subject to a remedial requirement may be permitted to take the test.

During the final 15 minutes of the essay portion of the Regents' Test, students will be permitted to use a printed or electronic dictionary. Students must bring their own dictionary.

### When is the Regents' Test Given?

The Regents' Test is administered once a semester at Georgia Perimeter College after approximately ten to twelve weeks of instruc-

tion. The test will be administered on a flexible schedule during the summer, with results available before the start of fall semester. Eligible students should register during the registration period to take the test. Students taking Regents' Test remediation courses are NOT eligible to register during the registration period. If they make satisfactory progress in their course(s), they will be certified to take the test and registered by the instructor. Questions about the Regents' Test may be addressed to the Enrollment and Registration Services Office or Campus Testing Center on the Clarkston, Dunwoody, Lawrenceville, and Decatur Campuses, and the Rockdale Center. Clarkston Campus day students should inquire at the District Testing Office and evening students at the Enrollment and Registration Services Office.

### **Are There Other Options for ESL Students?**

Students whose first language is not English have the option to take the Alternate Regents' Test. To be eligible for the ENSL Alternate Regents' Test, ENSL students must have already passed or exited ENSL 0090 or ENSL 0095. Transfer students whose first language is not English have the option to take the Alternate Regents' Test if ENGL 1101 has been accepted as a transfer credit.

The ENSL Alternate Regents' Test offers extended time in both reading and essay. In addition, the essay section offers culturally unbiased topics. The current semester class schedule explains how ENSL students may verify their eligibility for testing and qualify for extended time.

If a non-native speaker of English has not passed the ENSL Alternate Regents' Test in both reading and essay before earning 45 hours, RGTR 0198 (reading) and RGTE 0199 (writing) will be required every semester until both parts of the test are passed. ENSL students should take the RGTE 0199 ENSL sections when offered.

### **WORKING STUDENTS**

Students who find it necessary to work in order to attend college are reminded that carrying a normal academic load is a full-time job. Some students may be able to work part-time and still do satisfactory work. It is strongly recommended that no full-time student work more than 20 hours a week. Students who find it absolutely necessary to work more than this should not try to carry a normal load of academic work. Those students who need financial assistance should contact the Financial Aid Office about the various opportunities for financial aid.

### **ACADEMIC STATUS**

Students attending Georgia Perimeter College are expected to meet certain academic standards. These standards stress the importance of successful performance by students to maintain an academic status of good standing at the College. Students are considered to be in good standing if they are not on academic probation or academic exclusion. Students who hold office in any College club or organization or who participate in athletics must be in good academic standing.

### **Academic Warning**

Students who have failed to achieve a term grade point average of 2.0 or better shall be given an academic warning and alerted that further deterioration in academic performance may lead to probation. Students should see an adviser to implement a plan for improvement.

### **Academic Probation**

Students are placed on academic probation if (1) they are on academic warning and their cumulative grade point average is less than 1.75 or (2) if they pass no collegiate-level course work and have one or more "Fs" or "WFs" during a term and their cumulative grade point average is less than 1.75. Students on academic probation should see an adviser to plan for improvement and should take a reduced academic load. Students remain on probation until they earn a cumulative grade point average of 1.75 or better.

## Academic Exclusion

Students on probation shall be excluded if the cumulative grade point average is less than 1.75 and the term grade average is less than 2.0.

Students on academic exclusion for the first and second time can appeal the exclusion.

## Readmission from Academic Exclusion

For the first exclusion, students will be eligible to reapply for admission after one semester.

After the second exclusion, students will be eligible to reapply for admission after one calendar year.

## Academic Exclusion Appeal Policy and Procedures for the Student, the Registrar, and the Academic Exclusion Appeals Committee

Students on academic exclusion for the first and second time may appeal the exclusion as follows:

1. Upon notification of the exclusion, the student should report to the Enrollment and Registration Services Office and complete an Exclusion Appeal Form.
2. The student is informed when to return for the status of the appeal.
3. The student will receive a copy of either the Appeal Approval or the Appeal Denial Form.
4. The student will receive written notification from the chairperson of the Appeals Committee outlining the disposition of the appeal.
5. The Registrar will be responsible for processing approvals or denials from the Committee.

The Registrar will proceed as follows:

1. Each student will be notified of his/her exclusion status via a card or letter.
2. After submitting an Appeal Form at the Enrollment and Registration Services Office, the student will be informed when to return to learn the decision on the appeal.
3. The Registrar will keep an appropriate file each term regarding an exclusion.

4. The Registrar will alert the chairperson of the Appeals Committee to the number of students seeking appeals and will provide the Committee with the students' completed Appeal Forms and academic records.
5. Upon receipt of an Approval Form from the Committee, the Registrar will remove the exclusion hold and will process the student's registration for the current term.
6. The Registrar will be sent the Exclusion File after the Committee meets.

The Academic Exclusion Appeals Committee will consist of at least three persons who will perform the following:

1. The Committee will review all written appeals and will see in person any student wishing to appear before the Committee.
2. The Committee will render all decisions no later than the first day of class.
3. The chairperson will complete an Appeal Approval or Denial Form for each written appeal form. One copy of the form is given to the student, and one copy to the Registrar for processing and for filing.
4. The Committee will return the Exclusion File to the Enrollment and Registration Services Office.

## Learning Support Suspension

Students who do not exit a Learning Support area (English, reading, mathematics) in twelve semester hours or three semesters, whichever occurs first, will be suspended for three years.

## Learning Support Suspension Appeal Criteria

Prior to suspending a student who has not exited a Learning Support area within twelve semester hours or the three semester limit, the institution may allow the student to appeal for one additional course. The student must

- Be individually evaluated and determined to have a reasonable chance of success
- Be eligible for the exit level course
- Have reached the limit of number of attempts in only one Learning Support area.

If granted the additional course, the student may enroll in the Learning Support course only.

Appeal forms are available through the Office of Advising and Counseling Services on each campus.

A student who appeals and is denied will be suspended for three years.

A student who is granted an appeal but does not successfully exit the area after the additional course will be suspended for three years.

### **Readmission from Learning Support Suspension**

Students who have not taken any college work in the University System of Georgia for three years may be retested (in any unsatisfied Learning Support area) and readmitted without a Learning Support requirement if they meet the institutional criteria for exemption. Students who do not exempt on the retest may apply for readmission and may be readmitted for up to three additional attempts per Learning Support area. Students readmitted under this provision are subject to the 20-hour limit on college-level coursework and may not take credit work if they have earned 20 credit hours during their previous period(s) of enrollment.

Students suspended from the institution without completing Learning Support requirements may not be exempted from the Learning Support course requirements through transfer of course credit unless they are eligible for transfer admission under the institution's regular transfer admission policies.

### **Readmission of Health Sciences Students**

Any student not satisfactorily completing Health Sciences courses because of academic or other reasons must reapply for admission to the program and meet the same requirements as any other applicant. The Admissions Committee will determine if the student will be readmitted and the appropriate level of reentry.

### **Academic Renewal**

The Academic Renewal policy allows University System of Georgia degree-seeking stu-

dents who have experienced academic difficulty at an institution to have one opportunity to make a fresh start at that same institution after an absence of five calendar years from any post-secondary institution.

Former Learning Support students may apply for Academic Renewal only if they successfully completed all Learning Support requirements before the commencement of the five-year period of absence.

### **Implementation**

1. All previously attempted course work continues to be recorded on the student's official transcript. The Board of Regents' cumulative grade point average, CGPA, that includes all credit courses taken excluding Learning Support courses AND an Academic Renewal Grade Point Average (AR-GPA), must be shown on each Academic Renewal student's permanent record.
  - (a) Students who are eligible must apply for Academic Renewal.
  - (b) An Academic Renewal Grade Point Average (AR-GPA) is begun when the student resumes taking course work following the five-year period of absence once Academic Renewal has been granted. The institution will place a statement on the student's transcript indicating the Academic Renewal status and the beginning of a separate Academic Renewal GPA in addition to the required Board of Regents' CGPA.
  - (c) The Academic Renewal GPA will be used for determining academic standing and eligibility for graduation. A student must take a minimum of EIGHTEEN additional hours to qualify for graduation and will only be considered for honors at graduation with 27 hours earned since renewal.
  - (d) Academic credit for previously completed course work—including transfer coursework—will be retained only for courses in which an "A," "B," "C," or "S" grade has been earned. Retained grades are not calculated in the Academic

Renewal GPA but are counted in the Academic Renewal Hours Earned.

- (e) To earn a degree, a student must meet the institution's residency requirements.
2. A student can be granted Academic Renewal status only once.
3. Any scholastic suspensions that occurred in the past shall remain recorded on the student's permanent record.
4. If a student does not request Academic Renewal status at the time of re-enrollment after a five-year or greater period of absence from any postsecondary institution, the student may do so within two academic semesters of re-enrollment or within one calendar year, whichever comes first.
5. Reentry into any program is not automatic.
6. The granting of Academic Renewal does not supersede financial aid policies regarding Satisfactory Academic Progress.
7. United States and Georgia history and Constitution requirements met prior to the granting of Academic Renewal will remain on the student's permanent record even though the courses may not count in the Academic Renewal GPA. Also, Regents' Test scores prior to Academic Renewal will remain on the student's record. The hours retained prior to Academic Renewal, AR Hours Earned ("A," "B," "C" grades), shall be counted toward Regents' Test, College Preparatory Curriculum, and other Board of Regents' requirements that state a specified number of hours earned.

## GRADUATION

Students are encouraged to fulfill all requirements for graduation to earn an associate degree in arts, science, or applied science. Students who earn associate degrees enhance their chances of being accepted into the senior institution of their choice. Students with associate degrees also enhance their employment opportunities after they graduate.

Students who are within a few hours of earning an associate degree but transfer to a senior institution before completion may, in many

cases, transfer the necessary hours back to Georgia Perimeter College from the senior institution and earn the associate degree. Students should check with the campus Enrollment and Registration Services Office to explore this option.

The annual formal graduation ceremony is held at the end of the academic year. Students who graduate during any of the preceding semesters of the academic year are encouraged to participate.

## GRADUATION REQUIREMENTS

Associate of Arts, Associate of Science, and Associate of Applied Science degrees and certificates are awarded each semester to those students who meet all graduation requirements. All students who have earned 30 semester hours are eligible for a graduation evaluation. Students should complete a graduation application form, which is available in the campus Enrollment and Registration Services office or by downloading from [www.gpc.edu](http://www.gpc.edu). An appointment should be made at the time of submission for applicants to review any questions pertaining to their graduation. Students should apply for graduation by the following graduation deadlines:

Fall Semester	November 1
Spring Semester	March 1
Summer Term	July 1

To graduate, students must do the following:

- Successfully complete an approved program of academic work, including the basic physical education requirement.
- Earn an overall grade point average of "C" or better in courses presented for graduation.
- File an application for graduation with the campus Enrollment and Registration Services Office by the appropriate deadline.
- Complete at least 18 semester hours at Georgia Perimeter College and be enrolled during the semester of graduation (students who transfer their final nine semester credit hours for approved courses back to Georgia Perimeter College to complete their associate degree requirements can be exempt from the enrollment requirement).

- Demonstrate a satisfactory knowledge of United States and Georgia history and Constitutions (these requirements can be met by successfully completing certain courses designated in the Programs of Study).
- Settle all financial obligations to the College before a degree, certificate, or transcript will be issued.
- Pass both the reading and essay sections of the Regents' Test if required by the program of study.

**NOTE: Students seeking a degree will not be credited with the completion of the requirements for graduation while on probation.**

To be eligible for graduation in Nursing or Dental Hygiene, a student must make a minimum grade of "C" in all professional courses and in all basic science courses required by the program.

Graduates seeking a second degree from Georgia Perimeter College must complete all degree requirements for the second degree to include a minimum of 18 semester hours above the hours submitted for the first degree.

## GRADUATION HONORS

Students who graduate from Georgia Perimeter College and excel in their academic work shall be recognized at graduation. The following grade point averages will be used in the selection of students who receive honors recognition:

- 3.50 - 3.69 Graduation with honors
- 3.70 - 3.89 Graduation with high honors
- 3.90 - 4.00 Graduation with highest honors

Computation will be based on all academic work completed at Georgia Perimeter College. At least 27 semester hours must be earned at Georgia Perimeter College to receive consideration for honors.

## HOW TO CALCULATE GPA

Letter Grade	Grade Points
A	4.0
B	3.0
C	2.0
D	1.0
F	0.0
WF*	0.0

\*WF = Withdrawal failing

1. Multiply the number of credit hours by the number of grade points to get the number of quality points for each course.
2. Total the credit hour column.
3. Total the quality point column.
4. Divide the quality points by the credit hours to obtain the GPA.
5. To calculate a cumulative GPA, divide the number of quality points earned by the total number of hours attempted.

## GRADE APPEAL PROCEDURE

The Grade Appeal Procedure is the method by which a student may challenge a grade issued by an instructor at Georgia Perimeter College. This procedure exists to provide students with a timely process of appealing grades which they believe were incorrectly determined. The following procedure is required:

1. The student must contact the instructor after the grade is issued to discuss a change in the grade. This contact should occur as soon as possible, but no later than the second week of the semester following receipt of the disputed grade. If a student is unable to contact the instructor, the appropriate department chair should be asked for assistance.
2. If the student is dissatisfied with the instructor's response, he/she may appeal the decision by obtaining a Student Grade Appeal Statement Form from the appropriate department chair. The student must complete this form according to the directions and provide the necessary documentation and pertinent information. The student should return the complete packet to the

department chair by the end of the third week of the semester.

3. Upon receipt of the student's request for a Grade Appeal Form, the department chair will have the instructor complete the Instructor Grade Appeal Statement Form. This form must be returned to the department chair by the end of the fourth week of the semester.
4. The department chair will render a decision regarding the grade appeal by the end of the fifth week of the semester. Prior to making a decision, the department chair may schedule a meeting with the student and/or the instructor. After making a decision, the department chair will notify in writing both the instructor and the student.
5. Either the instructor or the student may appeal the decision of the department chair. This appeal must be made in writing, directed to the Dean of Academic Services and delivered within five (5) working days from the receipt of the department chair's decision.
6. The Dean of Academic Services shall convene a Grade Appeal Committee comprised of
 

**Voting Members (Five):**

  - a. A Committee Chairperson appointed by the Dean of Academic Services.
  - b. The Campus Dean of Student Services or his/her designee.
  - c. A faculty member appointed by the department chair to represent the department/discipline involved in the appeal.
  - d. A faculty member appointed by the Campus Dean of Academic Services. This person should be from an academic division/discipline other than the division/discipline in which the appeal is made. The selection will be from a pool of faculty, each member elected by and representing a department on campus. (Each fall, the pool of faculty selected from each department will participate in a training session.)
  - e. A student representative from the Campus Student Government

Association. (*Note: If the appealing party holds an SGA office, then the committee member will be from a campus other than the one on which the appealing party holds office.*)

**Non-Voting Members (Two Members):**

- a. The student making or involved in the appeal may choose someone (faculty/staff) from the College to represent them on the Grade Appeal Committee.
  - b. The faculty member making or involved in the appeal may choose someone (faculty/staff) from the College to represent them on the Grade Appeal Committee.
7. Since the Grade Appeal Committee is an in-house procedure, and not a court of law, no legal counsel or any other person may be present besides the student, the instructor, and appointed members of the Committee. Exceptions to this may be granted by the Dean of Academic Services only for the following reasons: (1) students with disabilities requiring extraordinary assistance that could not be routinely provided by the Chair or another member of the Committee; and (2) a student whose first language is not English and whose English is not sufficiently fluent so as to allow him/her to represent himself/herself adequately at a Committee hearing. In these cases, the appointment will be left to the discretion of the Dean of Academic Services.
  8. Within two (2) weeks of receiving the student's or instructor's written appeal, the Dean of Academic Services will schedule a meeting of the Grade Appeal Committee.
    - a. The Committee examines written materials presented by both the student and the instructor. The Voting Committee Members will also discuss the case with both the instructor and the student. During this discussion, the Non-Voting Committee members will advise and consult with the individual they represent. The Committee may call other witnesses. The student and instructor will be

present at all meetings where evidence is presented. There will be a tape recording of all sessions.

- b. The Voting Committee Members will meet privately to confer and arrive at a decision. Every effort should be made to reach a consensus finding. If not, then a private ballot shall be taken with the chair of the committee voting only in the event of a tie vote. This decision is reported to the Dean of Academic Services, who presents the findings and recommendations to the student, instructor and department chair. The decision will be implemented by the

Dean of Academic Services unless further appealed. There will be a tape recording of all sessions.

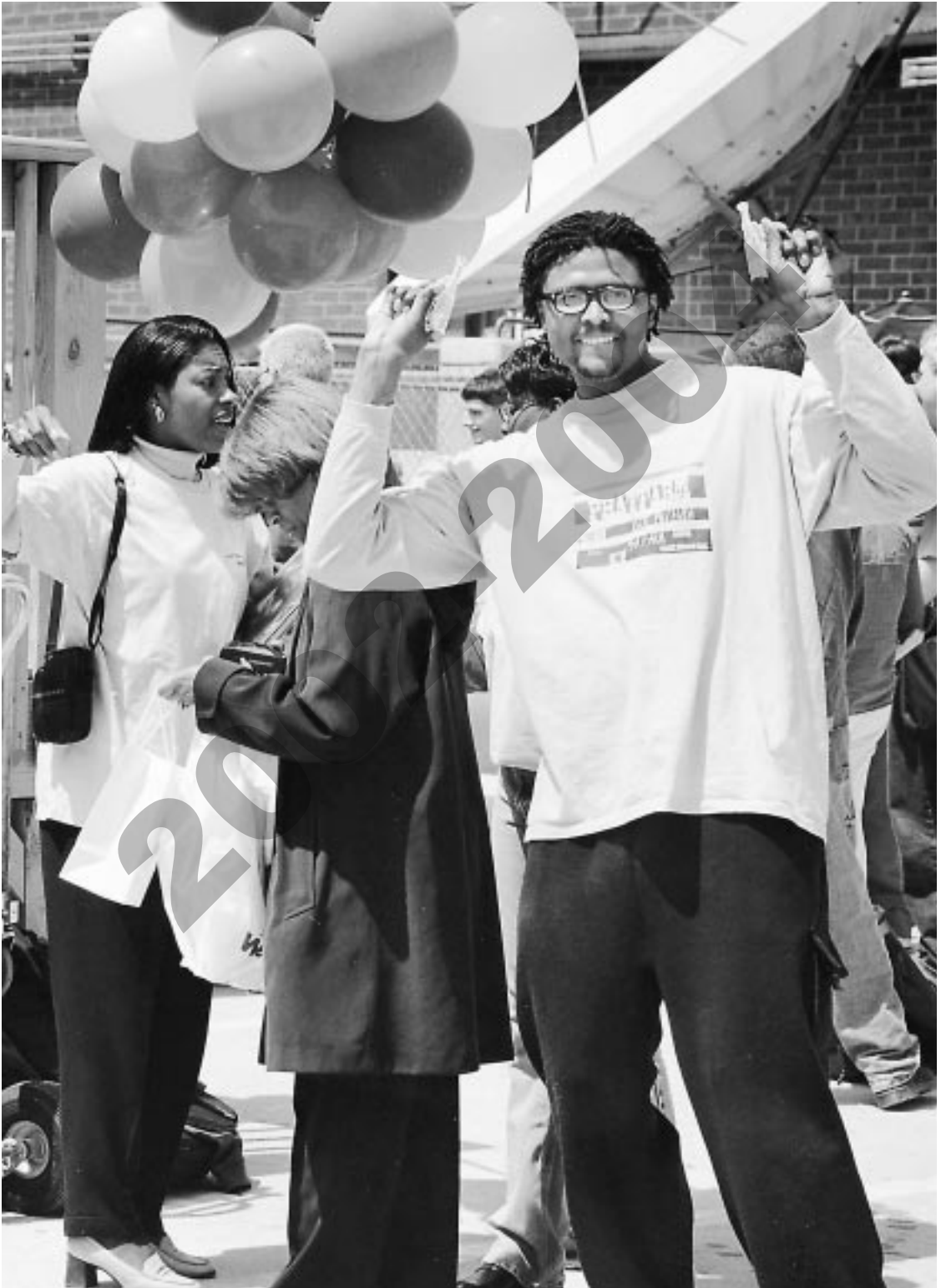
- c. The Committee maintains and forwards informal minutes and the recording of all proceedings to the Dean of Academic Services. These shall be available to the Campus Provost, the Dean of Academic Services, the Vice President for Academic and Student Affairs and the President.
9. If the parties are not satisfied with the decision of the Dean of Academic Services, they may appeal, in writing, within five (5) working days to the Campus Provost. The decision of the Provost is final.





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# Student Affairs



## STUDENT AFFAIRS MISSION

Student Affairs at Georgia Perimeter College strives to satisfy student needs for access, for student development, and for transition to continued education or employment; to satisfy institutional needs for enrollment (recruitment and retention), for governance, and for staff development; and to satisfy community needs for information, for facilities, for human resources, and for recreational and cultural enrichment.

Student Affairs seeks to create a learning environment that maximizes the development of the whole individual. Student Affairs facilitates the development of mind, body, and character not aside from curricular instruction, but in partnership with it; not as a supplement, but as a complement.

## Statement of Nondiscrimination

Georgia Perimeter College supports the Civil Rights Act of 1964, Executive Order #11246, Title IX, of the Educational Amendments of 1972, section 504 of the Rehabilitation Act of 1973, and American with Disabilities Act. No person shall, on the basis of age, race, religion, color, sex, national origin, or disability, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program or activity of the College.

Any student with a grievance related to the enforcement of any of the above provisions should contact the College Ombudsperson.

## Student Discrimination Grievance

### A. POLICY

Discrimination as prohibited by law is a matter of particular concern to Georgia Perimeter College. The College's policies and procedures for dealing with discrimination have been designed to protect all individuals while ensuring academic freedom to teach, learn and work. The policy is in accordance with the University System of Georgia Board of Regents Policy 401.02 and the law. The policy has the support of the college's President and administration. Discrimination means to treat a person adversely because of race, color, gender, religion, creed, national origin, age, disability or veteran status,

or to implement policies or practices that intentionally or unintentionally adversely impact a person on the basis of race, color, gender, religion, creed, national origin, age, disability or veteran status. Confidentiality will be maintained insofar as it does not interfere with the college's legal obligation or ability to investigate allegations of misconduct when brought to its attention, and to take corrective action when it is found that misconduct has occurred.

Throughout the process, every effort will be made to protect the complainant from reprisals and to protect the accused from irresponsible complaints.

The Student Discrimination Grievance procedure encourages and provides guidelines for informal resolution of disputes by communication between the parties involved.

### B. PROCEDURE

#### 1. General Information

This procedure provides a means by which students who are aggrieved by actions taken by College personnel (faculty, staff or administration) which they feel are discriminatory, including assignment of grades so long as the basis of the grade appeal is alleged discrimination, can voice their grievances and be heard in a meaningful manner. This procedure is in no way intended to discourage or supplant the informal resolution of disputes by communication between the parties involved, and in fact, no written grievance will be considered and no hearing will be granted by the Grievance Committee unless an aggrieved party can show that he or she had made genuine efforts to resolve the dispute informally, by means specified herein. Neither is this procedure intended to supplant Georgia Perimeter College procedure section 304.50 entitled "Student Appeal Regarding Grades" in cases where a student is appealing an assigned grade on grounds other than alleged discrimination by a faculty member. In cases where a student is appealing a grade on the basis of alleged discrimination, the student must elect between the College Grade Appeal procedure at Section 304.50 of the Georgia Perimeter College Policy Manual and the Student Discrimination Grievance Procedure, but cannot use both for the same grade appeal. (See Student Appeal Regarding Grades, Georgia Perimeter College Policy Manual, Section 304.50)

All proceedings pursuant to this procedure will be conducted as confidentially as is practical.

All time limitations are not to exceed the specified number of days. All references to days are to working days.

2. Campus Deans of Student Services' Roles

An aggrieved student shall meet with the Campus Dean of Student Services at the earliest opportunity after the most recent incident which is the subject of the grievance.

The student should be prepared to explain to the Campus Dean of Student Services all relevant facts and circumstances surrounding the grievance. The Dean will determine the appropriate action necessary, perform an investigation, and assist the student in the filing of a formal grievance. This procedure will be followed if an informal resolution cannot be reached through intervention.

3. Filing of Written Grievance

Any written grievance shall be filed by the student and any other party in interest with the Ombudsperson within ten working days after the aggrieved student's meeting with the Campus Dean of Student Services. Such grievance must contain specific factual allegations of the discriminatory practice(s) or incident(s), and a statement of the alleged basis or bases of the discrimination, which must be one or more of the following: race, color, sex, religion, age, persons with disabilities, national origin, or veteran's status.

4. Appointment of Grievance Committee

An Ad Hoc Grievance Committee will be appointed by the Ombudsperson no later than ten working days after the filing of a written grievance and will consist of five members: a student, a faculty member, and a student affairs professional, plus two other individuals, either staff, administrative or faculty, corresponding to the position of the individual against whom the grievance is brought. All Committee members will be from the campus on which the grievance originated.

The Ombudsperson will name one of the five members as chair of the Committee.

5. Duties of Grievance Committee

- a. The chair shall issue a written Notice of Hearing within ten working days of the appointment of the Committee, to the student and any other party in interest. The notice shall set forth the date, time, and place of the hearing, the issue(s) as they are understood by the Committee, and a statement that the parties are responsible for the attendance of their own witnesses and the presentation of any documentary evidence they wish to make part of

the record, including the sworn statements of any witnesses who are unable to attend the scheduled hearing. The date of the hearing shall be within ten working days of the notice.

b. Hearing Procedure

The parties will not be permitted representation by attorneys at the hearing, but they will be permitted to be accompanied by an advisor from the College with whom they may confer during the course of the hearing. The burden of proof of the allegations raised in the written grievance shall rest with the aggrieved student. The student shall have the first opportunity to present his or her case by narrative, testimony of witnesses, and presentation of documentary evidence. The party against whom the grievance has been brought will then have an opportunity to present his or her case, in the same manner. All testimony shall be taken under oath administered by the chair of the Grievance Committee. Both parties shall have the right to cross-examine adverse witnesses. The Committee shall not be bound by legal rules of evidence, but shall hear all relevant evidence presented. The chair of the Committee will rule on any challenge raised to the admissibility of evidence, as well as any other objections made during the course of the hearing.

c. Determination of Committee

Within five working days of the hearing, the Committee, through its chair, shall present to the Ombudsperson a written determination for disposition of the grievance. The determination shall include specific findings of fact based on evidence presented at the hearing and a course of optional courses of action for the institution. The determination may include a dissenting opinion or opinions if the Committee members are unable to reach consensus.

The Ombudsperson will then report the results of the hearing to the parties involved in writing or in person. The Ombudsperson will advise the parties at that time of their right to appeal the determination of the Committee to the Campus Provost within five working days of the issuance of the determination.

6. Appeal to the Campus Provost

Within five working days of the receipt of an appeal, the Campus Provost shall issue a decision based on review of the record. This decision shall be in writing, and may incorporate, by reference, all or part of the determination of the Committee.

#### 7. Appeal to the President

A party in interest who is aggrieved by the decision of the Campus Provost may appeal the decision to the President within five working days of the date of the respective Campus Provost's decision. Such appeal must be in writing, dated, and set forth the specific grounds of appeal.

The College Attorney will assist the President with the final appeal process.

#### 8. Final Decision

The President shall issue a final decision on the appeal within a reasonable amount of time. The decision shall apprise the appealing party of the right to further appeal to the Board of Regents of the University System of Georgia pursuant to Paragraph IX of the Bylaws of the Board of Regents or any other applicable provision of the Policies of the Board of Regents.

### Family Education Rights and Privacy Act (FERPA)

FERPA, with which Georgia Perimeter College fully complies, was designed to protect the privacy of educational records, to establish the right of the students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the FERPA Office concerning alleged failures by the institution to comply with the act. For more information about FERPA codes and procedures, go to [www.ed.gov/offices/OM/ferpa.html](http://www.ed.gov/offices/OM/ferpa.html). FERPA affords students certain rights, including

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to GPC a written request that identifies the record(s) they wish to inspect. The College will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request is submitted, the student will be advised of the correct official to whom the request should be addressed. The records custodian is the Assistant Director for Admissions and Records.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students should write the College official who is responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for an amendment. Additional information regarding the hearing procedure will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Georgia Perimeter College to comply with the requirements of FERPA.

Georgia Perimeter College designates the following as directory information:

- Major field of study
- Dates of attendance
- Degrees and awards received
- Full- or part-time status

The College may disclose this information without prior written consent of the student, unless otherwise notified in writing by the student. Georgia Perimeter College will supply required directory information (name, address, phone number, date of birth) in response to military recruiting requests submitted pursuant to the *Soloman Act*. NOTE: Students who do not wish to have directory information released by the College should complete a deletion request form at the campus Enrollment and Registration Services Office.

### **Campus Security Act Information**

Federal law requires all institutions of higher education, both public and private, which participate in any federal student aid program to publicly disclose three years of campus crime statistics and basic security policies. Georgia Perimeter College complies with this law by publishing an Annual Security Report that includes statistics on the occurrence of the following crimes: homicide, murder, and non-negligent manslaughter, negligent manslaughter, forcible and nonforcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, and arson. In addition, the report includes the number of arrests or referrals for campus disciplinary action for liquor law violations, drug abuse violations, and weapons possessions. A copy of this report is available upon written request directed to Georgia Perimeter College, Office of District Admissions, Suite CH2300, 555 North Indian Creek Drive, Clarkston, GA 30021-2361. This information is also available at the following website: <http://www.gpc.edu/~gpcpd>

### **Disclosure or Correction of Educational Records**

Students should refer to the Student Handbook for details and an explanation of directory information.

## **STUDENT LIFE**

### **Student Government Association**

The Student Government Association (SGA) is comprised of elected representatives from the student body on each campus. The primary purpose is to serve as a voice of the students and to promote campus activities. The SGA provides for executive, legislative, and judiciary branches. The SGA campus presidents serve to represent the students on various Collegewide committees and issues. Copies of the Constitution and By Laws are available on each campus and in the STUDENT HANDBOOK.

### **Orientation**

The Office of Student Life coordinates orientation sessions for all new students throughout the year. On some campuses the program is coordinated in conjunction with Advising and Counseling Services. Orientations welcome students to the College and their primary campus, introduce them to available services, and help new students begin a successful career at Georgia Perimeter College. During orientation, students learn about academic requirements, receive advisement and registration assistance, learn about financial aid opportunities, gain tips for success in college, and meet other new students.

### **Campus Organizations**

Georgia Perimeter College is committed to meeting the educational needs of students. While no attempt is made to duplicate or replace the portion of the student's life filled by home, religion, or community, it recognizes that students benefit from a balanced program of involvement in organizations and activities.

Numerous student organizations are available at the College. These organizations include over 50 service and honors clubs. Several honors activities are also held each year, recognizing student accomplishments. Students interested in becoming more involved at Georgia Perimeter College should contact the Offices of Student Life located on each campus. Additional information on clubs and organizations may be found in the STUDENT HANDBOOK.

## Co-Curricular Programs

Student Life helps underwrite programs related to academic study, such as guest lectures or special group trips. These programs are collaborative efforts between Academic Affairs and Student Affairs that contribute to the student's growth. Co-curricular programs are designed to support course offerings that lead to a degree, attract prospective students, enhance leadership development, provide services to the community, and help retain students.

## Intramural and Recreational Activities

The College provides both group and individualized intramural and recreational activities. Any student, faculty, or staff member may participate in the following activities: soccer, tennis, softball, basketball, volleyball, swimming, table tennis, or other athletic activity. Drop-in recreational programs are also available.

## Intercollegiate Athletics

Athletics provides an opportunity to develop the whole person to maximize intellectual development through the realization of athletic potential.

Georgia Perimeter College is proud of its athletic tradition and has over the years successfully competed at the state, regional, and national levels. The College fields teams in men's baseball, men's and women's basketball, men's and women's soccer, women's fast-pitch softball, and men's and women's tennis. Georgia Perimeter College is a member of the National Junior College Athletic Association (NJCAA) and the Georgia Junior College Athletic Association (GJCAA).

## Fine Arts Performing Organizations

A wide variety of dramatic arts and musical organizations sponsored by the Department of Fine Arts are based on the Clarkston campus, but they are open to participation by all students, faculty and staff from any campus as well as the community. Students that are enrolled in these organizations will receive college course credit. Included among these organization are:

### The Theatre Arts Guild

Major dramatic and musical theatre productions are presented throughout the year in the Marvin Cole Auditorium and the Studio Theatre. Students, faculty, staff and community residents are invited to audition for any production. They may also participate in a technical capacity for these productions. One hour of college credit in DRMA 1701 "Theatre Practicum" is available to registered students.

**Children's Theatre:** A production for children is produced during the Spring semester which tours schools, hospitals and is also presented to the public on various campuses. Auditions for these roles are open to any GPC student, and three hours of college credit in DRMA 2613 "Theatre Workshop" is available.

## MUSICAL PERFORMING ORGANIZATIONS

The **CORALE** at Georgia Perimeter College is open to any student, staff, faculty member or resident of the community who is interested in singing. Several concerts of varied styles of choral literature are presented each year, both on and off campus. No audition is required, but the basic ability to sing is expected. One hour of college credit is available for students enrolled in MUSC 1652.

**THE JAZZ ENSEMBLE** at Georgia Perimeter College performs works in a wide variety of jazz and jazz-derived styles. Any student, faculty, staff or resident of the community is eligible to audition for the Jazz Ensemble in the fall term or as vacancies occur. One hour of college credit is available for students enrolled in MUSC 1756.

**THE WIND ENSEMBLE** at Georgia Perimeter College is open to any student, staff, faculty member or resident of the community by audition. In addition to formal concerts of traditional Wind Ensemble literature on campus, the Ensemble has performed for professional meetings and many other off campus events.

One hour of college credit is available for students enrolled in MUSC 1654.

**THE DEKALB SYMPHONY ORCHESTRA** is open to students, staff, faculty members or residents of the community by audition only. The orchestra performs two to three times a term on and off campus. This regionally recognized orchestra performs the standard orchestral repertoire often with soloists of a national reputation. One hour of college credit is available for students who have auditioned and are enrolled in MUSC 1656.

### **Publications**

Student publications offer students the opportunity to showcase their writing and artistic talents and to gain knowledge of College activities. Students also gain valuable writing, computer, and office experience.

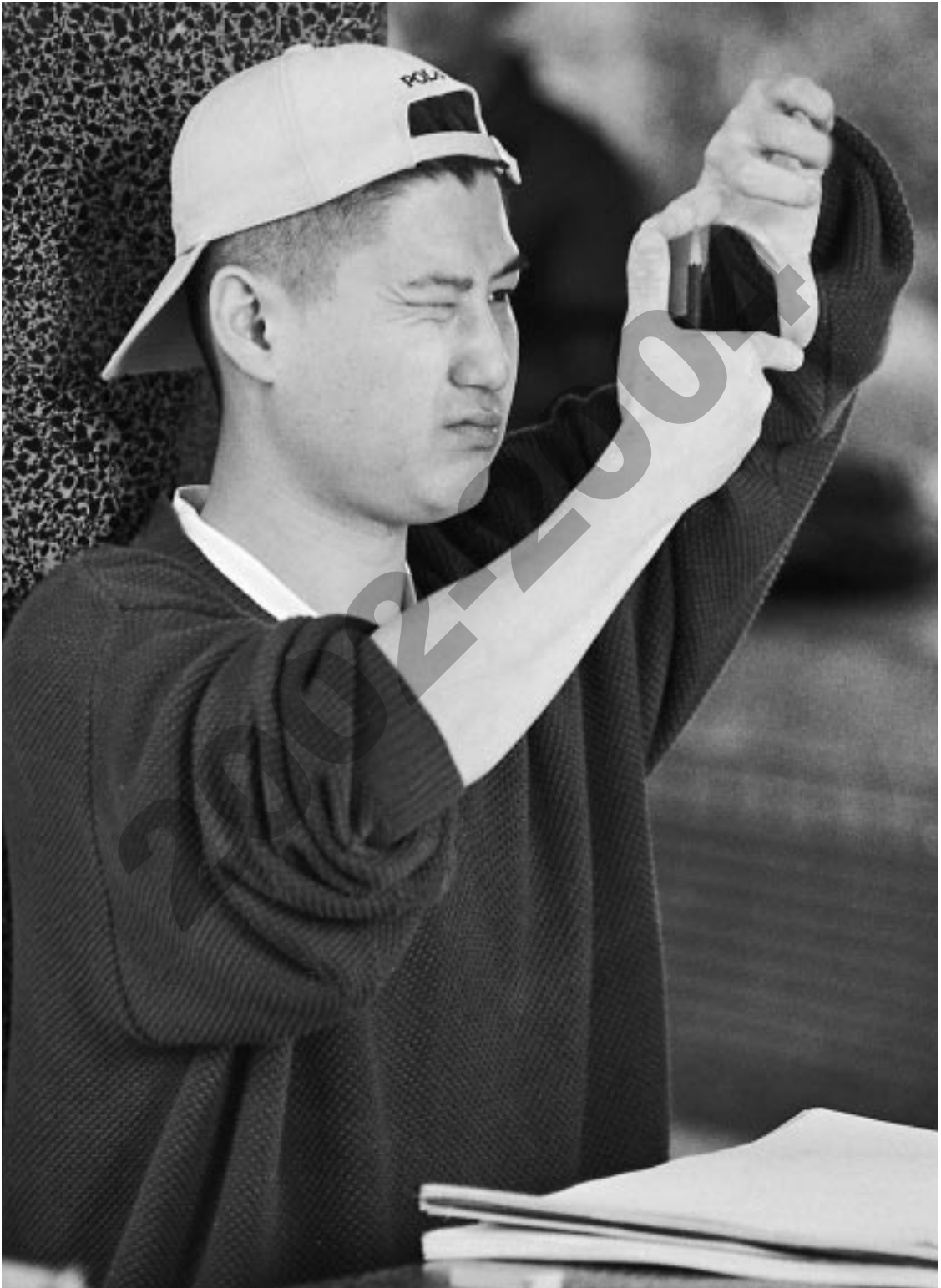
The *Collegian*, Georgia Perimeter College's award-winning student newspaper, is published by a staff composed of students from each of the campuses. Staff members learn writing, editing, photography, and desktop publishing in a newsroom environment. Those not pursuing a career in journalism can hone teamwork, leadership and other real-world skills. Students are also responsible for advertising, sales, and distribution. Students interested in serving on The Collegian staff should contact the Collegion Office on Clarkson Campus.

*Creative License* is an annual literary magazine written and edited by students. Both written and graphic submissions are encouraged from currently enrolled students. Faculty advisers on each campus may be contacted for further information.

In addition to student publications, the College also sponsors *The Chattahoochee Review*, *The Polishing Cloth*, *The Chronicle*, and *The Orb*.

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# Academic Support Services





In its efforts to maintain a commitment to excellence in developing the academic skills of all students, Georgia Perimeter College is keenly aware of the need to offer academic support services that will enable students to have a successful College experience. Therefore, the College offers a variety of services to students designed to enhance classroom learning and to provide a technologically-advanced learning environment. To create this environment requires that the College make connections among communities, campuses, students, faculty, and cultures.

### Academic Computer Labs

The Academic Computer Center of the College operates open computer labs and computer classrooms on each campus to provide students and faculty the support necessary for the academic programs. This Center, housed on Clarkston Campus, realizes the dynamic changes in the computer industry and offers services using the latest technology within its reach. In addition to hundreds of personal computers in the labs and classrooms, the Center operates several systems in a networked environment with Internet connection to thousands of sites around the globe. The College encourages students to be competent in the use of computers in analyzing and solving problems and thereby increasing productivity.

### Learning Resources Services

Georgia Perimeter College's on-line catalog of collections is available through Georgia Interconnected Libraries (GIL). Databases that provide citations, abstracts, and full-text information in the humanities, social sciences, general sciences, business, and management are available through GALILEO. GIL and GALILEO are accessible at all GPC campuses, Rockdale Center, Gwinnett University Center and Alpharetta Center as well as remote sites. Materials not housed at a particular campus are provided to students through intercampus courier delivery, usually within 24 hours. Statewide courier service delivers materials from other University System libraries. The librarians provide a full range of reference and library instruction services.

### Instructional Support Services (ISS)

On each campus, the Instructional Support Services facility offers academic support and assistance in most courses with written or mathematical components to Georgia Perimeter College students. Each ISS facility provides a stress-free environment to support the college curriculum and offers alternative tutorial methods for diverse learning styles. One-on-one tutoring conferences or small group sessions on particular skills are available by appointment or drop-in with experienced mathematics and writing tutors. ISS offers access to computer technology, including computer-assisted instruction in mathematics, grammar, and reading, and editing. All centers are supplied with helpful handouts, and reference materials are readily available. All campuses also offer on-line tutoring through access to OWL (Online Writing Lab) and MOL (Math Online Lab).

### Higher Education Seminar

Georgia Perimeter College offers a special course (HEDS 1011) to assist students in adjusting to college. Designed for both the recent high school graduate and the student returning to school after several years, the course introduces the students to college life including resources, programs, and services. In addition, students examine the purpose and value of higher education, set academic and career goals, and develop necessary academic, personal, and social skills for success in college.

## STUDENT SUPPORT

### Testing Services

Georgia Perimeter College offers its students a full range of testing services at each campus. Testing Centers are located on the Clarkston, Decatur, Dunwoody, Lawrenceville and the Rockdale campuses. The College's testing program includes

1. Admissions Testing. Applicants to the College who need admissions testing scores to complete the application process may take either the Institutional Scholastic Assessment Test I (SAT I) or the

Institutional Test of English as a Foreign Language (TOEFL I). Both tests are scheduled on a regular basis.

2. **Placement Testing.** Placement testing allows the College to determine the appropriate level of beginning instruction for newly admitted students. Students will take one of the following: Computer-Adaptive Assessment and Support System (COMPASS, which is computerized) or the English as a Second Language Placement Test (ESL) for non-native English speakers.
3. **Exit Testing Program.** This testing program serves students exiting from Learning Support classes.
4. **Regents' Testing Program.** The University System of Georgia requires that all students enrolled in undergraduate degree programs successfully complete both parts of a competency examination in reading and English composition. Regents' Testing takes place during the Fall, Spring, and Summer terms.
5. **National Testing Programs.** Georgia Perimeter College serves as a national testing site for the National Scholastic Assessment Test I and II, the American College Testing Program, and for the National Dental Hygiene Certification Testing.
6. **College Level Examination Program (CLEP).** This testing program permits students to test and receive college credit by examination.

### **Advising and Counseling Services**

Advising and Counseling Services Offices at Clarkston, Lawrenceville, Dunwoody, and Decatur/Rockdale Campuses assist students in meeting their educational and career goals. The following services are provided:

*Advisement* — The Advising and Counseling Services Offices aid students in exploring life goals, exploring career and educational goals, selecting an education program, and scheduling courses. Students are encouraged to schedule regular conferences with their advisers to evaluate their programs.

*Career Development and Job Information* — The Advising and Counseling Services Offices provide individual and group counseling and testing, computer-based career guidance systems, a career resource library, postings of local employment opportunities, and seminars. Through these services, students can gather current information about the world of work, define career objectives, choose majors, and obtain assistance with job searches.

*Counseling* — The Advising and Counseling Services Offices offer personal, academic, and career counseling services to all students. Students can receive academic or vocational assessment, assistance in adjusting to college life, and referrals to outside agencies or resources.

*Orientation* — The Advising and Counseling Services Offices assist Student Life in coordinating orientation sessions every semester for beginning students. Orientation welcomes students to the campus, introduces campus personnel, explains academic requirements, and offers advisement and priority registration.

### **Entry Services for International Students**

Entry Services for International Students provides support services to students from foreign countries. Students receive assistance with admission, advisement, and college-entry services. Staff is available to address the concerns of F-1 students regarding their status, obtaining social security cards, determining eligibility for work permits, and obtaining student health insurance. In addition, counselors are available for students who need assistance adjusting to the cultural changes facing them in the United States. Individuals who would like more information about the services should contact Entry Services for International Students at the District Office located on the Clarkston Campus.

### **District Center for Disability Services (CDS)**

The Center for Disability Services coordinates support services to students identified as having a disability. This includes but is not limited to

students with learning disabilities, hearing impairments, visual impairments, and physical disabilities. Students may request support services upon presentation of appropriate documentation of the disability.

Once eligibility for services is established, students may benefit from the services of sign language interpreters, notetakers, tutors, specialized advisers, and classroom modifications.

Specialized equipment is available to students with disabilities, including voice-synthesized and activated computers, portable reading machines, TDDs, and assistive listening devices. Students who need these services should contact the CDS prior to enrollment, using the address or phone number below.

### **Students Who are Deaf or Hard of Hearing**

The program at the Center for Disability Services for students who are Deaf or Hard of Hearing offers basic support services to students so they may enroll in any of the College's existing programs of study as well as continuing education courses. These services include

- Providing qualified interpreters, notetakers, and tutors
- Providing advisement and registration services
- Engaging in community education and advocacy for individuals who are Deaf or Hard of Hearing with community agencies, secondary schools, area industries, and employers.

### **CDS as a Resource**

Staff members of the CDS are available to provide in-service training and orientation to faculty and staff working with students with disabilities. Anyone who would like more information about the programs at CDS or who would like to receive a brochure can contact the District Center for Disability Services, Georgia Perimeter College, 555 N. Indian Creek Drive, Clarkston, GA 30021-2361, (404) 299-4038 (Voice/TDD).

### **District Health and Wellness**

The College is committed to providing opportunities for students, faculty, and staff members to

enjoy good health, emphasizing the importance of creating positive life changes in the physical, emotional, spiritual, intellectual, occupational, and social aspects of wellness.

To assist the College community in achieving and maintaining good health, the Wellness Center provides a variety of programs and current information on health-related topics such as substance abuse, HIV/AIDS, stress, depression, eating disorders, and nutrition. Guest speakers, videos, books, informational brochures, and referral listings are available to the College community.

### **Multicultural Advising Program**

The Multicultural Advising Program (MAP) Office offers a variety of programs and activities to the campuses help prepare all GPC students to live, learn, work and succeed in a multicultural society. We envision GPC as an institution of higher learning where administrators, faculty, staff, and students cooperate and collaborate to establish, build and maintain culturally and racially inclusive campus communities that foster respect and appreciation for people of all backgrounds.

Our programs are focused on enhancing the academic and social life of all multicultural students. Through our Multicultural Advising Program (MAP), we have faculty and peer mentoring, as well as academic advising and planning. Our programming is centered around cultural awareness activities, educational seminars, and social gatherings, Multicultural Mixers. There is a MAP representative on each campus, with the District Coordinator of MAP located on the Clarkston Campus.

### **Post-Secondary Readiness Enrichment Program**

The Post-Secondary Readiness Enrichment Program (PREP) is a University System of Georgia initiative which is designed to make middle and high school students across the state aware of post-secondary opportunities and to communicate actively the new strengthened admissions standards.

## THE CENTER FOR CONTINUING AND CORPORATE EDUCATION

### **Mission**

To provide knowledge for a changing world through accessible and affordable educational programs that promote professional development and personal enrichment.

### **Division Goals:**

- To provide accessible and affordable high quality non-credit programs for students preparing for entry into a career, pursuing personal goals, and enhancing current workplace skills.
- To serve the broader community as an educational, cultural, and economic resource.
- To develop collaborative partnerships to deliver public service, technical assistance, lifelong learning, and economic development training.

### **Program Initiatives:**

#### **Business Development:**

- Offers high quality, cost-effective professional skill-based programs designed to meet the continuing and emerging needs of businesses and small businesses.
- Offers certificate programs that meet the long-range training needs of the business professional.

#### **Computer Training**

- Offers programs designed to meet the changing needs of Information Technology.
- Offers certificate and certification programs that meet specific needs of customers needing career advancement and career changes.

#### **Corporate Training**

- Offers high quality, affordable business, and educational services designed to meet the continuing and emerging needs of the local corporate community.
- Offers customized training programs designed to meet the unique needs of the

organization. Services include assessment of training needs, customized training and evaluation of training effectiveness.

#### **Enrichment**

- Offers lifelong learning opportunities in personal development and leisure activities for people of all ages.
- Offers high quality certificate programs to meet the career needs of the floral design and interior design professional.
- Offers cultural and personal enrichment programs for Seniors.
- Offers a Youth Academy and Summer camps for children and adolescents.

#### **Health Care**

- Offers quality leading edge, educational healthcare programs to the College and professional community.
- Offers professional development certificate programs that meets the demands in today's healthcare field.
- Offers business, and professional development programs within the College, and the healthcare profession to best serve the community.

#### **Language and International Initiatives**

- Offers quality foreign, and critical language programs to the College and professional community.
- Offers language and study abroad immersion programs to meet the demands of the community.
- Offers business and professional development within the College and the international community to serve effectively the community.

#### **Online Training**

- Offers leading edge, high quality, cost-effective Online programs via the World Wide Web.
- Offers Online certificate programs that meet the long-range training needs of the business professional and non-certificate

programs to meet the immediate training needs of the business professional.

- Offers high quality, cost-effective Online programs to meet the life enrichment needs of the public.

## DISTANCE LEARNING

Georgia Perimeter College's Distance Learning courses make learning any time, any place a reality. Academic courses are offered in a variety of modes — Online over the Internet, Telecourses using videotapes as part of the basic delivery system, Teleweb courses which are Telecourses with added options of computer use and electronic communication, and GSAMS courses using a two-way interactive video network. Distance Learning course delivery at Georgia Perimeter College includes the following:

### Online Courses

Online courses are offered over the Internet. Using a computer and the WebCT course management tool, students can access course notes and assignments on the World Wide Web. These may be supplemented with CD-ROMs and videotapes in some courses. Students can communicate with the instructor and classmates using e-mail, online chat, electronic bulletin boards, or a combination of methods, including face-to-face meetings.

### Telecourses

Telecourses are academic, college-credit courses that use television and/or videotapes as part of the basic delivery system. These courses combine television/videos with printed materials which have been prepared by professional educators, instructional designers and producers. Students may access telecourses via a variety of delivery options including videotapes, cable TV, public television, and wireless cable. A faculty member at GPC coordinates the course and is the students' primary contact by telephone, during office hours, or through e-mail.

### TeleWeb Courses

Many telecourses include the adoption of computer use and electronic communication to supple-

ment the traditional video and course materials. Students can use computers to help with assignment preparations, notes, questions, attachments, and communication with faculty and other students. Computer access and literacy are recommended for students for better success in completion of teleweb courses.

### GSAMS Courses

GSAMS is the Georgia Statewide Academic and Medical System, the largest and most comprehensive two-way, interactive video network in the world. Telephone (T-1) lines connect sites all across Georgia, enabling people in multiple locations to interact as if they were in the same room - regardless of geographical distance. An obvious advantage of taking a college course via GSAMS is the reduced travel time and expense. Students can attend classes on one campus while being taught by an instructor on another campus.

Additional information and details about GPC's distance learning course offerings can be found at <http://www.gpc.edu/~dl>, or by calling the Center for Distance Learning at 404-294-3494.

## SPECIAL PROGRAMS

### Joint Enrollment/Post-Secondary Options Programs

In cooperation with local area high schools, Georgia Perimeter College offers college-level courses for selected high school seniors and juniors at least 16 years of age. The Post-Secondary Options Program, funded through the state, provides tuition for those students in Georgia public high schools who attend Georgia public colleges, universities, or technical colleges to take courses full-time or part-time after being accepted into the Joint Enrollment Program. Students must apply directly through the Georgia Perimeter College District Admissions and Records Office after advisement at their high schools for admission to this program.

Special Note: All grades issued to Joint Enrollment students will be recorded as letter grades based on the College grading system. College instructors will not issue numerical grades.

## The International Center

The International Center, located on the Clarkston Campus of Georgia Perimeter College, serves as a central mechanism to coordinate college-wide international program activities.

Highlights include

- Study abroad opportunities across the disciplines to Costa Rica, Germany, France, Italy, Great Britain and to many other sites;
- Intercultural communication workshops for faculty, staff and students;
- Faculty and staff development initiatives abroad;
- A directory of faculty and staff international expertise;
- Academic program outreach to Central America through the Nursing Department;
- Curriculum infusion models connecting study abroad to core courses.

## Study Abroad Opportunities for Students

Each year, increasing numbers of GPC students travel abroad through the longer University System of Georgia collaborative programs to various sites, including Italy, Greece and France. Additional short-term trips are designed to meet the specific needs of the two-year college student. Individuals may choose from a variety of Study Abroad course offerings, including intensive language instruction in Costa Rica. Homestays form an integral part of Travel Across the Disciplines (TAD) programs, which connect Study Abroad to core courses.

Each fall, students attend study abroad information sessions where Wachovia Bank offers students a chance to open a study abroad savings account.



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# Programs of Study



## GENERAL STATEMENT

Students enter the College in one of two basic program areas: transfer programs or career programs. Depending on program objectives and the number of semesters required, a degree or certificate is awarded upon the successful completion of all required courses. Although many of the programs of study are available on all campuses, each campus has programs not offered on other campuses. In addition, a program may not be available because of insufficient enrollment. Students should inquire about particular program offerings before enrolling.

## TRANSFER PROGRAMS AND CAREER PROGRAMS

Transfer programs are designed for students who plan to transfer to four-year colleges or universities upon the completion of two years of academic work at Georgia Perimeter College. In addition to variations in general education requirements, senior colleges and universities vary in the nature and number of professional courses that should be taken during the freshman and sophomore years. When planning a program with an advisor, students who have determined which profession or occupation they plan to enter should study the catalog of the institution to which they plan to transfer. Students who complete a transfer program are eligible for an Associate of Arts degree or an Associate of Science degree.

Career programs are designed for students who wish to complete a college program which will prepare them to enter employment at a level of competence requiring more than a high school education, but less than a four-year college or university degree. Students who complete a career program or course will be eligible for an Associate of Science degree, an Associate of Applied Science degree, or a certificate.

## Core Curriculum Areas A-F

Common to transfer program degrees is a core curriculum in (A) Essential Skills, (B) Institutional Options, (C) Humanities and Fine Arts, (D) Science, Mathematics, and Technology, (E) Social Science courses, and (F) Courses Appropriate to the Program of Study. These courses are the prescribed freshman and sopho-

more requirements for the University System of Georgia baccalaureate (4-year) degrees. Some minor variations in the choice of acceptable courses exist from one senior institution to the next, depending upon major. Students are advised to obtain a catalog from the senior institution to which they plan to transfer and carefully select courses acceptable to that institution.

**NOTE:** This is a general list of requirements. Variations occur within the specific majors. Consult your advisor for details.

Some majors have a higher mathematics requirement and are considered math-based majors. Those majors that do not have this requirement are considered non-math-based majors.

**NOTE:** Because many course numbers have been changed since the 2001-2002 Catalog, previous course numbers are indicated in parentheses next to the current course numbers.

### Core Area A (Essential Skills)

#### Required Courses:

English Composition I *	ENGL	1101	3 hours
English Composition II *	ENGL	1102	3 hours

**Subtotal: 6 hours**

#### Choose one course from the following:

Intro. to Math Modeling	MATH	1101	3 hours
College Algebra	MATH	1111	3 hours
Precalculus	MATH	1113	4 hours
Calculus I	MATH	2431	4 hours

**Subtotal: 3-4 hours**

**AREA TOTAL: 9-10 hours**

#### NOTES:

\*Or Honors equivalent

For students majoring in mathematics, physics, chemistry, biology, engineering, architecture, computer science, geology, geography (B.S.), pre-dentistry, pre-medicine, pre-pharmacy, pre-physical therapy, secondary science, or secondary mathematics, pre-calculus will be the required mathematics course in Area A (Essential Skills). Institutions may require pre-calculus in Area A for majors in agricultural science or environmental science.



**Core Area B (Institutional Options)**Required course:

Intro. to Communication\* COMM 1201 3 hours

**Subtotal: 3 hours**Choose 1-3 hours from the following based on your major (a) and (b):

Computer Concepts (a) ATEC 1201 1 hour

Word Processing &amp; Research Skills (a) ATEC 1203 1 hour

Foreign Language (b) FL 1002 or higher 3 hours

**Subtotal: 1-3 hours****AREA TOTAL: 4-6 hours**

## NOTES:

**\*Or Honors equivalent**

(a) Math-based majors may take Computer Concepts or Word Processing and Research Skills. Non-math-based majors must take both.

(b) All students who have completed BISM 2601, CSCI 1300 (1401), CSCI 1301, or CSCI 1302 are allowed to substitute a three credit hour foreign language (FL 1002 or higher) course for ATEC 1201 and/or ATEC 1203. In substituting a foreign language course, students need to be aware that they are taking an additional credit hour in Area B and in doing so, upon transfer to a USG institution, that all six credit hours may not transfer.

**Core Area C (Humanities/Fine Arts)**Choose one course from the following:

World Literature I \* ENGL 2111 (2303) 3 hours

World Literature II \* ENGL 2112 (2305) 3 hours

British Literature I \* ENGL 2121 (2320) 3 hours

British Literature II \* ENGL 2122 (2322) 3 hours

American Literature I \* ENGL 2131 (2310) 3 hours

American Literature II \* ENGL 2132 (2312) 3 hours

**Subtotal: 3 hours**Choose one course from the following:

Art Appreciation ARTS 1301 3 hours

Introduction to Theatre DRMA 1301 3 hours

Film Appreciation FILM 1301 3 hours

Foreign Language FL 1002 or higher 3 hours

Humanities Through the Arts HUMN 1301 3 hours

Aesth Expr. of West. Culture I HUMN 1303 3 hours

Aesth Expr. of West. Culture II HUMN 1305 3 hours

Music Appreciation MUSC 1301 3 hours

Survey of Phil Thought\* PHIL 1301 3 hours

Logic &amp; Critical Thinking PHIL 2641 3 hours

World Religions RELI 1301 3 hours

**Subtotal: 3 hours****AREA TOTAL: 6 hours**

## NOTE:

**\*Or Honors equivalent****Core Area D (Science, Mathematics, and Technology)****OPTION I** (Most majors, except math-based.

See Option II below for math-based.)

Instructions: Students are required to choose one three-hour science course and one four-hour science laboratory course, but may elect two four-hour laboratory science courses.

Choose one course from the following:**Group I:** Three-hour science course

Astronomy of the Solar Sys (a) ASTR 1010 (1401) 3 hours

Stellar and Galactic Astr. (a) ASTR 1020 (1403) 3 hours

Human Biol and Disease (b) BIOL 1405 3 hours

Survey of Chemistry I (a) CHEM 1951 3 hours

Environmental Science (a) ENVS 1401 3 hours

Physical Geology (a) GEOL 1121 3 hours

Historical Geology (a) GEOL 1122 3 hours

**Subtotal: 3 hours**Choose one course from the following:**Group II:** Four-hour science course and laboratory

Astronomy of the Solar Sys (c) ASTR 1010 (1411) 4 hours

Stellar &amp; Galactic Astronomy (c) ASTR 1020 (1413) 4 hours

Cell Biol &amp; Genetics (c) BIOL 1402 (1401) 4 hours

Diversity in the Living World (c) BIOL 1403 4 hours

Plants, People &amp; Env (c) BIOL 1407 4 hours

Survey of Chemistry I (c) CHEM 1151 4 hours

Survey of Chemistry II (c) CHEM 1152 4 hours

Physical Geology (c) GEOL 1421 4 hours

Historical Geology (c) GEOL 1422 4 hours

Introductory Physics I (c) PHYS 1111 4 hours

Introductory Physics II (c) PHYS 1112 4 hours

Principles of Physics I(c) PHYS 2211 4 hours

Principles of Physics II (c) PHYS 2212 4 hours

**Subtotal: 4 hours**Choose one course from the following:**Group III:** Additional science, mathematics, or technology

Intro. to Computer Science CSCI 1300 (1401) 3 hours

Precalculus MATH 1113 4 hours

Intro. to Statistics MATH 1431 3 hours

Applied Calculus MATH 1433 3 hours

Discrete Structures	MATH 1435	3 hours
Calculus I	MATH 2431	4 hours
Calculus II	MATH 2432	4 hours
Any three-hour science course		3 hours

**Subtotal: 3-4 hours**

**AREA TOTAL: 10-11 hours**

### OPTION II (Math-based majors)

Choose one sequence from the following:

#### Group I: Eight-hour laboratory sequence

Principles of Chemistry I	CHEM 1211	
and	and CHEM 1211L	4 hours

Principles of Chemistry II	CHEM 1212	
and	and CHEM 1212L	4 hours

Principles of Physics I	PHYS 2211	
and	and PHYS 2211L	4 hours

Principles of Physics II	PHYS 2212	
and	and PHYS 2212L	4 hours

**Subtotal: 8 hours**

Choose one course from the following:

**Group II:** Additional science, mathematics, or technology

Calculus I (d)	MATH 2431	4 hours
Calculus II (d)	MATH 2432	4 hours

**Subtotal: 4 hours**

**AREA TOTAL: 12 hours**

#### NOTES:

- Non-laboratory courses
- 3-hour course with 2 hours lecture and 1 hour lab
- 4-hour course with 3 hours lecture and 1 hour lab
- Majors that require precalculus or calculus in Area A may require a higher level math in Area D. For any major that requires calculus in Area D, the excess hour will be counted in Area F. Other majors may permit the placement of excess hours from Area D in Area F or in electives, as appropriate.

### Core Area E (Social Sciences)

Required course:

American Govt. *	POLS 1101	3 hours
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**Subtotal: 3 hours**

Choose one course from the following:

US History I *	HIST 2111	3 hours
US History II *	HIST 2112	3 hours

**Subtotal: 3 hours**

Choose one course from the following:

Survey World Hist to 1500 *	HIST 1111 (1501)	3 hours
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Survey World Hist from 1500 *	HIST 1112 (1503)	3 hours
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**Subtotal: 3 hours**

Choose one course from the following:

Intro. to Anthropology *	ANTH 1102	3 hours
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Prin. of Macroeconomics	ECON 2105	3 hours
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Intro. to Human Geography	GEOG 1101	3 hours
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Intro. to Gen. Psychology*	PSYC 1101 (1501)	3 hours
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Intro. to Sociology *	SOCI 1101	3 hours
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**Subtotal: 3 hours**

**AREA TOTAL: 12 hours**

NOTE:

\*Or Honors equivalent

### Core Area F (Courses Appropriate to the Program of Study)

See appropriate Program of Study below for course requirements.

#### Additional requirements for all students

Required course:

Choices for Life	PHED 1101	1 hour
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Choose one course from the following:

First Aid/Safety/CPR	PHED 2006	3 hours
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Personal & Comm Health	PHED 2022	3 hours
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Activity Course	PHED10**	1 hour
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**AREA TOTAL: 2-4 hours**

### CORE CURRICULUM AREA F COURSES APPROPRIATE TO THE PROGRAM OF STUDY

Area F requirements represent a concentration of courses appropriate to certain majors at the baccalaureate level. There are no "majors" as such in the junior college transfer curriculum. Completion of Areas A-E of the core curriculum, along with an Area F concentration, fulfills requirements for the associate degree. Students who earn one of the transfer associate degrees may transfer to a senior institution in the University System with full junior status. Transfer associate degrees include the Associate of Arts and Associate of Science.

## Associate of Arts Degrees

The Associate of Arts degree represents freshman and sophomore requirements for baccalaureate degrees granted in senior institution Schools of Arts and Sciences. These degrees have a foreign language or higher mathematics requirement. The College urges students to confer with the senior institution to which they plan to transfer and to take the required foreign language and mathematics courses here. Areas of course concentration at the College appropriate to baccalaureate majors at senior institutions are as follows:

### Associate of Arts - Anthropology

Select 9-15 hours from the following courses:

Intro. To Anthropology \*(a) ANTH 1102 3 hours  
Intro. to Human Geography GEOG 1101 3 hours  
Survey World Hist to 1500 \*

HIST 1111 (1501) 3 hours

or

Survey World Hist from 1500 \*

HIST 1112 (1503) 3 hours

Survey of Phil Thought \* PHIL 1301 3 hours

Intro. to Political Science POLS 2101 3 hours

Intro. to Gen. Psychology\* PSYC 1101 (1501) 3 hours

Intro. to Sociology \* SOCI 1101 3 hours

**Subtotal: 9-15 hours**

Select 3-9 hours from the following courses:

Intro. to Computer Science (b) CSCI 1300 (1401) 3 hours

Historical Geology (c) GEOL 1122 3 hours

Intro. to Statistics (b) MATH 1431 3 hours

A two-semester sequence  
in foreign language from 1002-2001-2002 6 hours

**Subtotal: 3-9 hours**

**AREA TOTAL: 18 hours**

NOTES:

\*Or Honors version

- (a) ANTH 1102 must be taken in Area E or Area F.
- (b) MATH 1431 or CSCI 1300 (1401) is recommended for Area D.
- (c) GEOL 1121 or 1421 is recommended for Area D.

## Associate of Arts - Art

Required Courses:

Basic Drawing ARTS 1610 3 hours

Drawing II ARTS 1611 3 hours

2-Dimensional Des & Color ARTS 1620 3 hours

3-Dimensional Design ARTS 1641 3 hours

A two-semester sequence  
in foreign language from 1002-2001-2002 6 hours

**AREA TOTAL: 18 hours**

## Associate of Arts - Biology

Required Courses:

Carry over from MATH course in Area A (a) 1 hour

Carry over from MATH course in Area D (a) 1 hour

Principles of Biology I (b) BIOL 2107 and  
BIOL 2107L 4 hours

Principles of Biology II (b) BIOL 2108 and  
BIOL 2108L 4 hours

**Subtotal 10 hours**

Select 8 hours from the following courses:

Fund. Organic Chem I CHEM 2641 and  
CHEM 2641L 4 hours

Fund. Organic Chem II CHEM 2642 and  
CHEM 2642L 4 hours

Calculus II MATH 2432 4 hours

Calculus III MATH 2633 4 hours

Introductory Physics I PHYS 1111 and  
PHYS 1111L 4 hours

or

Principles of Physics I PHYS 2211 and  
PHYS 2211L 4 hours

Introductory Physics II PHYS 1112 and  
PHYS 1112L 4 hours

or

Principles of Physics II PHYS 2212 and  
PHYS 2212L 4 hours

**Subtotal: 8 hours**

**AREA TOTAL: 18 hours**

NOTES:

- (a) MATH 1113 or MATH 2431 should be taken in Area A; MATH 2431 should be taken in Area D, if not taken in Area A.
- (b) CHEM 1211 and CHEM 1212 must be taken in Area D.

**Associate of Arts - Chemistry**Required Courses:

Carry over from MATH course in Area A	1 hour
Carry over from MATH course in Area D	1 hour
Fund. Organic Chem I (a)	CHEM 2641 and CHEM 2641L 4 hours
Fund. Organic Chem II (a)	CHEM 2642 and CHEM 2642L 4 hours
<b>Subtotal: 10 hours</b>	

Select 8 hours from the following courses:

Principles of Biology I	BIOL 2107 and BIOL 2107L 4 hours
Principles of Biology II	BIOL 2108 and BIOL 2108L 4 hours
Calculus II	MATH 2432 4 hours
Calculus III	MATH 2633 4 hours
Principles of Physics I	PHYS 2211 and PHYS 2211L 4 hours
Principles of Physics II	PHYS 2212 and PHYS 2212L 4 hours
<b>Subtotal: 8 hours</b>	
<b>AREA TOTAL: 18 hours</b>	

## NOTE:

(a) CHEM 1211 and CHEM 1212 must be taken in Area D.

**Associate of Arts - English**Required Courses:

World Literature I *	ENGL 2111 (2303) 3 hours
or	
World Literature II *	ENGL 2112 (2305) 3 hours
Foreign Language 2001 - 2002	6 hours
<b>Subtotal: 9 hours</b>	

Choose one course from the following:

World Literature I *	ENGL 2111 (2303) 3 hours
World Literature II *	ENGL 2112 (2305) 3 hours
British Literature I *	ENGL 2121 (2320) 3 hours
British Literature II *	ENGL 2122 (2322) 3 hours
American Literature I *	ENGL 2131 (2310) 3 hours
American Literature II *	ENGL 2132 (2312) 3 hours
Creative Writing	ENGL 2600 3 hours
<b>Subtotal: 3 hours</b>	

Choose one course from the following:

Art Appreciation	ARTS 1301 3 hours
Introduction to Theatre	DRMA 1301 3 hours
Film Appreciation	FILM 1301 3 hours
Humanities Through the Arts	HUMN 1301 3 hours
Aesth Expr. of West. Culture I	HUMN 1303 3 hours
Aesth Expr. of West. Culture II	HUMN 1305 3 hours

Intro. to Contemporary Journ	JOUR 1611 3 hours
Basic Newswriting	JOUR 1613 3 hours
Music Appreciation	MUSC 1301 3 hours
Survey of Phil Thought *	PHIL 1301 3 hours
World Religions	RELI 1301 3 hours
<b>Subtotal: 3 hours</b>	

Choose one course from the following:

Intro. to Anthropology *	ANTH 1102 3 hours
Foreign Language	FL 1002 3 hours
Intro. to Human Geography	GEOG 1101 3 hours
Survey World Hist to 1500 *	HIST 1111 (1501) 3 hours
Survey World Hist from 1500 *	HIST 1112 (1503) 3 hours
US History I *	HIST 2111 3 hours
US History II *	HIST 2112 3 hours
Intro. to Political Science *	POLS 2101 3 hours
State & Local Govt. *	POLS 2201 3 hours
Intro. to Gen. Psychology *	PSYC 1101 (1501) 3 hours
Intro. to Human Dev. *	PSYC 2103 (2611) 3 hours
Abnormal Psychology *	PSYC 2621 3 hours
Intro. to Sociology *	SOCI 1101 3 hours
Intro. to Social Problems *	SOCI 1160 3 hours
Intro. to Marriage & Fam *	SOCI 2293 3 hours
<b>Subtotal: 3 hours</b>	
<b>AREA TOTAL: 18 hours</b>	

## NOTE:

\*Or Honors version

**Associate of Arts - Foreign Language**Select 6 hours from the following (major language):

Foreign Language 2001	3 hours
Foreign Language 2002	3 hours
Foreign Language 2610	3 hours
Foreign Language 2612	3 hours
<b>Subtotal: 6 hours</b>	

Select 12 hours from the following:

Foreign Language (Major Language) (a)	1001 - 1002 6 hours
Foreign Language (Second Language) (a)	1001 - 1002 6 hours
Art Appreciation	ARTS 1301 3 hours
Intro. to Anthropology *	ANTH 1102 3 hours
Introduction to Theatre	DRMA 1301 3 hours
Prin. of Macroeconomics	ECON 2105 3 hours
Prin. of Microeconomics	ECON 2106 3 hours
World Literature I *	ENGL 2111 (2303) 3 hours

World Literature II *	ENGL 2112 (2305)	3 hours
British Literature I *	ENGL 2121 (2320)	3 hours
British Literature II *	ENGL 2122 (2322)	3 hours
American Literature I *	ENGL 2131 (2310)	3 hours
American Literature II *	ENGL 2132 (2312)	3 hours
Composition and Conv	FREN 2610	3 hours
Reading Comp and Analysis	FREN 2612	3 hours
Intro. to Human Geography	GEOG 1101	3 hours
Composition and Conv	GRMN 2610	3 hours
Reading Comp and Analysis	GRMN 2612	3 hours
Survey World Hist to 1500 *		
or	HIST 1111 (1501)	3 hours
Survey World Hist from 1500 *		
	HIST 1112 (1503)	3 hours
Music Appreciation	MUSC 1301	3 hours
Survey of Phil Thought *	PHIL 1301	3 hours
Composition and Conv	SPAN 2610	3 hours
Reading Comp and Analysis	SPAN 2612	3 hours
	<b>Subtotal: 12 hours</b>	
	<b>AREA TOTAL: 18 hours</b>	

**NOTES:**

\*Or Honors version

- (a) A student may not receive credit for Foreign Language 1001 if the student has had two years of that language in high school.

**Associate of Arts - Geology****Required Courses:**

Carry over from MATH course in Area A	1 hour	
Carry over from MATH course in Area D	1 hour	
Physical Geology	GEOL 1421 and GEOL 1421L	4 hours
Historical Geology	GEOL 1422 and GEOL 1422L	4 hours
	<b>Subtotal: 10 hours</b>	

**Select 8 hours from the following courses:**

Principles of Biology I	BIOL 2107 and BIOL 2107L	4 hours
Principles of Biology II	BIOL 2108 and BIOL 2108L	4 hours
Principles of Chemistry I (a)	CHEM 1211 and CHEM 1211L	4 hours
Principles of Chemistry II (a)	CHEM 1212 and CHEM 1212L	4 hours
Fund. Organic Chem I	CHEM 2641 and CHEM 2641L	4 hours
Fund. Organic Chem II	CHEM 2642 and CHEM 2642L	4 hours
Calculus II	MATH 2432	4 hours

Introductory Physics I	PHYS 1111 and PHYS 1111L	4 hours
or		
Principles of Physics I	PHYS 2211 and PHYS 2211L	4 hours
Introductory Physics II	PHYS 1112 and PHYS 1112L	4 hours
or		
Principles of Physics II	PHYS 2212 and PHYS 2212L	4 hours
	<b>Subtotal: 8 hours</b>	
	<b>AREA TOTAL: 18 hours</b>	

**NOTE:**

- (a) CHEM 1211 and CHEM 1212 must be taken in Area D or Area F.

**Associate of Arts - History****Required Courses:**

Survey World Hist to 1500 *		
or	HIST 1111 (1501)	3 hours
Survey World Hist from 1500 *		
	HIST 1112 (1503)	3 hours
US History I *	HIST 2111	3 hours
or		
US History II *	HIST 2112	3 hours
Foreign Language 2001 - 2002		6 hours
	<b>Subtotal: 12 hours</b>	

**Select 6 hours from the following courses:**

Intro. to Anthropology *	ANTH 1102	3 hours
Prin. of Macroeconomics	ECON 2105	3 hours
Prin. of Microeconomics	ECON 2106	3 hours
World Literature I *	ENGL 2111 (2303)	3 hours
World Literature II *	ENGL 2112 (2305)	3 hours
British Literature I *	ENGL 2121 (2320)	3 hours
British Literature II *	ENGL 2122 (2322)	3 hours
American Literature I *	ENGL 2131 (2310)	3 hours
American Literature II *	ENGL 2132 (2312)	3 hours
Foreign Language	FL 1002	3 hours
Intro. to Human Geography	GEOG 1101	3 hours
Intro. to Statistics (a)	MATH 1431	3 hours
Survey of Phil Thought *	PHIL 1301	3 hours
Intro. to Political Science	POLS 2101	3 hours
State & Local Govt.	POLS 2201	3 hours
World Religions	RELI 1301	3 hours
Intro. to Sociology *	SOCI 1101	3 hours
	<b>Subtotal: 6 hours</b>	
	<b>AREA TOTAL: 18 hours</b>	

**NOTES:**

\*Or Honors version

- (a) MATH 1431 is recommended for Area D.

**Associate of Arts - Journalism**Required Courses:

Intro. to Contemporary Journ	JOUR 1611	3 hours
Basic Newswriting	JOUR 1613	3 hours
<b>Subtotal: 6 hours</b>		

Select 6 hours from the following courses:

Foreign Language (2001 - 2002)	6 hours
<b>Subtotal: 6 hours</b>	

Select 6 hours from the following courses:

Humanities or Fine Arts	3 hours
Social Sciences	3 hours
Foreign Language 1002	3 hours
<b>Subtotal: 6 hours</b>	
<b>AREA TOTAL: 18 hours</b>	

**Associate of Arts - Mathematics**Required Courses:

Carry over from MATH course in Area A	1 hour
Carry over from MATH course in Area D	1 hour
Calculus II	MATH 2432 4 hours
Calculus III	MATH 2633 4 hours
<b>Subtotal: 6-10 hours</b>	

Select 8-12 hours from the following courses:

Prin. of Computer Science I	CSCI 1301	4 hours
Prin. of Computer Science II	CSCI 1302	4 hours
Intro. to Engineering	ENGR 1603	3 hours
Engr. Graphics and Design	ENGR 1608	4 hours
Statics	ENGR 2605	3 hours
Dynamics	ENGR 2606	3 hours
Foreign Language 2001	3 hours	
Foreign Language 2002	3 hours	
Intro. to Statistics	MATH 1431	3 hours
Discrete Structures	MATH 1435	3 hours
Linear Algebra	MATH 2641	3 hours
Ordinary Diff. Equations	MATH 2652 (2651)	4 (3) hours
Principles of Physics I (a)	PHYS 2211 and PHYS 2211L	4 hours
Principles of Physics II (a)	PHYS 2212 and PHYS 2212L	4 hours
<b>Subtotal: 8-12 hours</b>		
<b>AREA TOTAL: 18 hours</b>		

## NOTE:

- (a) PHYS 2211 and PHYS 2211L and PHYS 2212 and PHYS 2212L are recommended for Area D.

**Associate of Arts - Philosophy**Required Course:

Logic and Critical Thinking	PHIL 2641	3 hours
<b>Subtotal: 3 hours</b>		

Select 15 hours from the following courses:

Intro. to Anthropology *	ANTH 1102	3 hours
Prin. of Computer Science I	CSCI 1301	4 hours
or		
Prin. of Computer Science II	CSCI 1302	4 hours
World Literature I *	ENGL 2111 (2303)	3 hours
or		
World Literature II *	ENGL 2112 (2305)	3 hours
British Literature I *	ENGL 2121 (2320)	3 hours
or		
British Literature II *	ENGL 2122 (2322)	3 hours
American Literature I *	ENGL 2131 (2310)	3 hours
or		
American Literature II *	ENGL 2132 (2312)	3 hours
Humanities Through the Arts	HUMN 1301	3 hours
Aesth Expr. of West. Cult I	HUMN 1303	3 hours
Aesth Expr. of West. Cult II	HUMN 1305	3 hours
Survey of Phil Thought *(a)	PHIL 1301	3 hours
World Religions	RELI 1301	3 hours
A two-semester sequence in foreign language from 1002 - 2001 - 2002	6 hours	
<b>Subtotal: 15 hours</b>		
<b>AREA TOTAL: 18 hours</b>		

## NOTES:

\*Or Honors version.

- (a) PHIL 1301 must be taken in Area C or Area F.

**Associate of Arts - Physics**Required Courses:

Carry over from MATH course in Area A	1 hour	
Carry over from MATH course in Area D	1 hour	
Principles of Physics I	PHYS 2211 and PHYS 2211L	4 hours
and		
Principles of Physics II	PHYS 2212 and PHYS 2212L	4 hours
or		
Principles of Chemistry I	CHEM 1211 and CHEM 1211L	4 hours
and		
Principles of Chemistry II	CHEM 1212 and CHEM 1212L	4 hours
<b>Subtotal: 10 hours</b>		

Select 8 hours from the following courses:

Prin. of Computer Science I	CSCI 1301	4 hours
Prin. of Computer Science II	CSCI 1302	4 hours
Calculus II	MATH 2432	4 hours
Calculus III	MATH 2633	4 hours

**Subtotal: 8 hours****AREA TOTAL: 18 hours****Associate of Arts - Political Science**Required Courses:

Intro. to Political Science	POLS 2101	3 hours
or		
State and Local Govt.	POLS 2201	3 hours
A two-semester sequence in foreign language from 1002-2001-2002		6 hours

**Subtotal: 9 hours**Select 9 hours from the following courses:

Intro. to Anthropology *	ANTH 1102	3 hours
Prin. of Macroeconomics	ECON 2105	3 hours
Prin. of Microeconomics	ECON 2106	3 hours
Intro. to Human Geography	GEOG 1101	3 hours
Survey World Hist to 1500 *		
or	HIST 1111 (1501)	3 hours
Survey World Hist from 1500 *		
	HIST 1112 (1503)	3 hours
US History I *	HIST 2111	3 hours
or		
US History II *	HIST 2112	3 hours
Intro. to Statistics (a)	MATH 1431	3 hours
Intro. to Political Science	POLS 2101	3 hours
or		
State and Local Govt.	POLS 2201	3 hours
Intro. to Sociology *	SOCI 1101	3 hours

**Subtotal: 9 hours****AREA TOTAL: 18 hours**

## NOTES:

\*Or Honors version

(a) MATH 1431 is recommended for Area D.

**Associate of Arts - Psychology**Required Courses:

A two-semester sequence in foreign language from 1002-2001-2002		6 hours
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**Subtotal: 6 hours**Select 6 hours from the following courses:

Intro. to Gen. Psychology * (a)	PSYC 1101 (1501)	3 hours
Intro. to Human Dev. *	PSYC 2103 (2611)	3 hours

## Intro. to Psyc. of Adjustment

	PSYC 2101 (2615)	3 hours
Psychology of Women	PSYC 2618	3 hours
Abnormal Psychology *	PSYC 2621	3 hours

**Subtotal: 6 hours**Select 6 hours from the following courses:

Intro. to Anthropology *	ANTH 1102	3 hours
Intro. to Computer Science (b)		
	CSCI 1300 (1401)	3 hours
Prin. of Macroeconomics	ECON 2105	3 hours
Prin. of Microeconomics	ECON 2106	3 hours
Intro. to Statistics (b)	MATH 1431	3 hours
Calculus I	MATH 2431	4 hours
Calculus II	MATH 2432	4 hours
Survey of Phil Thought *	PHIL 1301	3 hours
Logic and Critical Thinking	PHIL 2641	3 hours
Intro. to Sociology *	SOCI 1101	3 hours
Intro. to Marriage and Fam	SOCI 2293	3 hours

**Subtotal: 6 hours****AREA TOTAL: 18 hours**

## NOTES:

\*Or Honors version

(a) PSYC 1101 (1501) must be taken in Area E or Area F.

(b) MATH 1431 or CSCI 1300 (1401) is recommended for Area D.

**Associate of Arts - Sociology**Required Courses:

Intro. to Social Prob *	SOCI 1160	3 hours
or		
Intro. to Marriage and Fam	SOCI 2293	3 hours
A two-semester sequence in foreign language from 1001-2001-1002		6 hours

**Subtotal: 9 hours**Select 9 hours from the following courses:

Intro. to Anthropology *	ANTH 1102	3 hours
Prin. of Macroeconomics	ECON 2105	3 hours
Intro. to Human Geog	GEOG 1101	3 hours
Survey World Hist to 1500 *		
or	HIST 1111 (1501)	3 hours
Survey World Hist from 1500 *		
	HIST 1112 (1503)	3 hours
US History I *	HIST 2111	3 hours
or		
US History II *	HIST 2112	3 hours
Intro. to Statistics (b)	MATH 1431	3 hours
Survey of Phil Thought *	PHIL 1301	3 hours
Logic and Crit Thinking	PHIL 2641	3 hours

Intro. to Political Science	POLS 2101	3 hours
Intro. to Gen. Psychology *	PSYC 1101 (1501)	3 hours
Intro. to Sociology * (a)	SOCI 1101	3 hours
Intro. to Social Problems * or	SOCI 1160	3 hours
Intro. to Marriage & Fam *	SOCI 2293	3 hours
	<b>Subtotal: 9 hours</b>	
	<b>AREA TOTAL: 18 hours</b>	

**NOTES:**

\*Or Honors version

(a) SOCI 1101 must be taken in Area E or Area F.

(b) Math 1431 is recommended for area D.

**Associate of Arts - Theatre**Required Courses:

Introduction to Acting	DRMA 1603	3 hours
Stagecraft	DRMA 1607	3 hours
Improving Voice and Artic.	COMM 1610	3 hours
	<b>Subtotal: 9 hours</b>	

Select 9 hours from the following courses:

Introduction to Theatre (a)	DRMA 1301	3 hours
Intermediate Acting	DRMA 1604	3 hours
Directing	DRMA 2611	3 hours
Theatre Workshop	DRMA 2613	3 hours
	<b>Subtotal: 9 hours</b>	
	<b>AREA TOTAL: 18 hours</b>	

**NOTE:**

(a) DRMA 1301 must be taken in Area C or Area F.

**Associate of Science Degrees**

The Associate of Science degree represents freshman and sophomore requirements for baccalaureate degrees granted by senior institutions in schools other than Arts and Sciences. These degrees generally have no foreign language requirement. Areas of course concentration appropriate to these baccalaureate majors at the College are as follows:

**Associate of Science - Art**Required Courses:

Basic Drawing	ARTS 1610	3 hours
Drawing II	ARTS 1611	3 hours
2-Dimensional Des & Color	ARTS 1620	3 hours
3-Dimensional Design	ARTS 1641	3 hours
	<b>Subtotal: 12 hours</b>	

Select 6 hours from the following courses:

Art Hist: Pre-Hist - Renaiss	ARTS 1690	3 hours
Art Hist: Baroq - 20th Cent	ARTS 1692	3 hours
Art Hist: Arts of Africa, Oceania, and the Americas	ARTS 1694	3 hours
Figure Drawing	ARTS 2613	3 hours
Ceramic Design: Hand Building	ARTS 2615	3 hours
Ceramic Design: Wheel	ARTS 2617	3 hours
Painting	ARTS 2619	3 hours
Watercolor	ARTS 2621	3 hours
Basic Photography	ARTS 2624	3 hours
Photography II	ARTS 2625	3 hours
	<b>Subtotal: 6 hours</b>	
	<b>AREA TOTAL: 18 hours</b>	

**Associate of Science - Business****Administration**Required Courses:

Prin. of Accounting I	ACCT 2101	3 hours
Prin. of Accounting II	ACCT 2102	3 hours
Environment of Business	BUSA 2106	3 hours
Business Information Systems	BISM 2601	3 hours
Prin. of Macroeconomics	ECON 2105	3 hours
Prin. of Microeconomics	ECON 2106	3 hours
	<b>AREA TOTAL: 18 hours</b>	

**Associate of Science - Computer Science**Required Courses:

Carry over from MATH course in Area A		1 hour
Carry over from MATH course in Area D		1 hour
Intro. to Computer Science	CSCI 1300 (1401)	3 hours
Prin. of Computer Science I	CSCI 1301	4 hours
Prin. of Computer Science II	CSCI 1302	4 hours
	<b>Subtotal: 13 hours</b>	

Select 5 hours from the following courses:

Computer Org and Prog	CSCI 2660	3 hours
Capstone Project	CSCI 2800	1-3 hours
Special Topics	CSCI 2900	3 hours
Intro. to Statistics	MATH 1431	3 hours
Discrete Structures	MATH 1435	3 hours
Calculus II	MATH 2432	4 hours
Calculus III	MATH 2633	4 hours
	<b>Subtotal: 5 hours</b>	
	<b>AREA TOTAL: 18 hours</b>	



**Associate of Science - Engineering**Required Courses:

Carry over from MATH course in Area A	1 hour
Carry over from MATH course in Area D	1 hour
Intro. to Engineering	ENGR 1603 3 hours
Engr. Graphics and Design	ENGR 1608 4 hours
Statics	ENGR 2605 3 hours
<b>Subtotal: 12 hours</b>	

Select 6 hours from the following courses:

Principles of Chemistry I (a)	CHEM 1211 and CHEM 1211L	4 hours
Prin. of Computer Science I	CSCI 1301	4 hours
Dynamics	ENG 2606	3 hours
Calculus III	MATH 2633	3 hours
Linear Algebra	MATH 2641	3 hours
Ordinary Diff. Equations	MATH 2652 (2651)	4(3) hours
Principles of Physics I	PHYS 2211 and PHYS 2211L	4 hours
and		
Principles of Physics II (a)	PHYS 2212 and PHYS 2212L	4 hours
<b>Subtotal: 6 hours</b>		
<b>AREA TOTAL: 18 hours</b>		

## NOTE:

(a) PHYS 2211, PHYS 2212 and CHEM 1211 must be taken in Area D or Area F.

**Associate of Science - General Studies**Required Courses:

Select from Area C or Foreign Languages	3-9 hours
Select from Area D	3-9 hours
Select from Area E	3-9 hours
<b>AREA TOTAL: 18 hours</b>	

**Associate of Science - Health and Physical Education**Required Courses:

Human Anat & Phys. I (a)	BIOL 1611 and BIOL 1611L	4 hours
Human Anat & Phys. II (a)	BIOL 1612 and BIOL 1612L	4 hours
Intro. to Physical Education	PHED 2670	3 hours
Fitness for Living	PHED 2020	2 hours
Personal & Community Health	PHED 2022	3 hours
or		
First Aid, Safety and CPR	PHED 2006	3 hours
Activity Course (b)	PHED 10**	2 hours
<b>AREA TOTAL: 18 hours</b>		

## NOTES:

- (a) CHEM 1151 should be taken in Area D.  
 (b) Swimming proficiency requirement can be met by one of the following: Successful completion of swimming class, presentation of current certification in Lifeguard Training (or a higher level of aquatics certification), or successful completion of departmental swimming proficiency test.

**Associate of Science - Health and Physical Education Teaching Option**Required Courses:

Human Anat & Phys. I (a)	BIOL 1611 and BIOL 1611L	4 hours
Human Anat & Phys. II (a)	BIOL 1612 and BIOL 1612L	4 hours
Foundations of Education	EDUC 1603	3 hours
Intro. to Physical Education	PHED 2670	3 hours
Activity Course (b)	PHED 10**	1 hour
Intro. to Human Dev. (c)	PSYC 2103 (2611)	3 hours
<b>AREA TOTAL: 18 hours</b>		

## NOTES:

- (a) CHEM 1151 should be taken in Area D.  
 (b) Swimming proficiency requirement can be met by one of the following: Successful completion of swimming class, presentation of current certification in Lifeguard Training (or a higher level of aquatics certification), or successful completion of departmental swimming proficiency test.  
 (c) PSYC 1101 (1501) should be taken in Area E.

**Associate of Science - Music**Required Courses:

Music Theory I	MUSC 1611	2 hours
Ear Training I	MUSC 1621	1 hour
Music Theory II	MUSC 1612	2 hours
Ear Training II	MUSC 1622	1 hour
Music Theory III	MUSC 2613	2 hours
Ear Training III	MUSC 2623	1 hour
Music Theory IV	MUSC 2614	2 hours
Ear Training IV	MUSC 2624	1 hour
To be selected from the principal or major applied courses at the 2600 level	MUSC 26**	4 hours
<b>Subtotal: 16 hours</b>		

Select 2 hours from the following major performance ensembles:

Chorus	MUSC 1652	1 hour
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Wind Ensemble	MUSC 1654	1 hour
Orchestra	MUSC 1656	1 hour
	<b>Subtotal: 2 hours</b>	
	<b>AREA TOTAL: 18 hours</b>	

### Associate of Science - Pre-Dentistry/ Pre-Medicine/Pre-Pharmacy

#### Required Courses:

Carry over from MATH course in Area A		1 hour
Carry over from MATH course in Area D		1 hour
Principles of Biology I	BIOL 2107 and BIOL 2107L	4 hours
Principles of Biology II	BIOL 2108 and BIOL 2108L	4 hours
Fund. Organic Chem I (a)	CHEM 2641 and CHEM 2641L	4 hours
Fund. Organic Chem II	CHEM 2642 and CHEM 2642L	4 hours
Introductory Physics I	PHYS 1111 and PHYS 1111L	4 hours
Introductory Physics II	PHYS 1112 and PHYS 1112L	4 hours
or		
Principles of Physics I	PHYS 2211 and PHYS 2211L	4 hours
Principles of Physics II	PHYS 2212 and PHYS 2212L	4 hours
	<b>AREA TOTAL: 18 hours</b>	

#### NOTES:

- (a) CHEM 1211 and CHEM 1212 must be completed in Area D.
- (b) Most professional schools require a year of biology, a year of physics, a year of inorganic chemistry, and a year of organic chemistry.

### Associate of Science - Psychology

#### Select 6 hours from the following courses:

Intro. to Human Dev. *	PSYC 2103 (2611)	3 hours
Intro. to Psyc. of Adjustment	PSYC 2101 (2615)	3 hours
Psychology of Women	PSYC 2618	3 hours
Abnormal Psychology *	PSYC 2621	3 hours
	<b>Subtotal: 6 hours</b>	

#### Select 12 hours from the following courses:

Intro. to Anthropology *	ANTH 1102	3 hours
Intro. to Computer Science (b)	CSCI 1300 (1401)	3 hours
Prin. of Macroeconomics	ECON 2105	3 hours
Prin. of Microeconomics	ECON 2106	3 hours
Intro. to Statistics (b)	MATH 1431	3 hours
Calculus I	MATH 2431	4 hours
Calculus II	MATH 2432	4 hours

Survey of Phil Thought *	PHIL 1301	3 hours
Intro. to Gen. Psychology * (a)	PSYC 1101 (1501)	3 hours
Intro. to Sociology *	SOCI 1101	3 hours
Intro. to Marriage and Fam	SOCI 2293	3 hours
	<b>Subtotal: 12 hours</b>	
	<b>AREA TOTAL: 18 hours</b>	

#### NOTES:

\*Or Honors version

- (a) PSYC 1101 (1501) must be taken in Area E or Area F.
- (b) MATH 1431 or CSCI 1300 (1401) is recommended for Area D.

### Associate of Science - Teacher Education

#### Required courses for all Teacher Education majors:

Intro. to Human Dev. *	PSYC 2103 (2611)	3 hours
Intro. to Exceptional Children	EDUC 2600	3 hours
Foundations of Education	EDUC 1603	3 hours
	<b>Subtotal: 9 hours</b>	

#### Select 9 hours from the group listed under your intended specialization in Education:

##### Special Education

##### Speech-Language Pathology

##### Early Childhood (a)

Intro. to Anthropology*	ANTH 1102	3 hours
Prin. of Macroeconomics	ECON 2105	3 hours
Intro. to Human Geography	GEOG 1101	3 hours
Humanities or Fine Arts Course		3 hours
Intro. to Sociology *	SOCI 1101	3 hours

- (a) Early Childhood majors must take 6 hours of mathematics, and may substitute a three-hour mathematics course in Area F if 6 hours are not taken in Areas A-E.

##### Middle Grades

Choose 9 hours from the two content areas in which you intend to pursue certification.

##### Secondary Education

Choose 9 hours from the content area in which you intend to pursue certification.

##### Physical Education

Human Anat & Phys. I	BIOL 1611 and BIOL 1611L	4 hours
Human Anat & Phys. II	BIOL 1612 and BIOL 1612L	4 hours
Any Physical Education course (b)		1 hour

- (b) Any 1-credit Physical Education course other than PHED 1101 that has not been used to satisfy another curricular requirement.

**Subtotal: 9 hours**

**AREA TOTAL: 18 hours**

NOTE:

\*Or Honors version

## Special Admission Requirements for Teacher Education Programs

To be admitted into an undergraduate educator preparation program within the University System of Georgia:

- 1) Students must earn a minimum cumulative GPA of 2.5 on all attempted hours in the System core curriculum in areas A-F.
- 2) Students must have passed the Regents Test.
- 3) Students must have passed PRAXIS I.
- 4) Receiving institutions may establish higher admission requirements.

## Career Programs

Career programs are specifically designed for students who wish to prepare for a career through a short, intensive program of specialized study and general education. While the emphasis in career education is on specialized offerings, each degree program includes a selection of courses from an approved core of general education. A minimum of 60 hours is required for these degrees although some programs require additional hours. Students who complete a career program or course will be eligible for an Associate of Science degree, an Associate of Applied Science degree, or a certificate.

## ASSOCIATE OF SCIENCE DEGREES

### Dental Hygiene

Dental hygienists are licensed to provide educational, therapeutic, and preventive services to children and adults in a variety of treatment settings. This program is designed to prepare students to provide delegated services consisting of scaling and polishing natural and restored teeth; exposing, processing, and mounting dental radi-

ographs; providing preventive services and planning educational experiences for individuals and groups.

The American Dental Association's Commission on Dental Accreditation approves the curriculum, which includes both general educational and professional dental hygiene courses. Satisfactorily completing all program requirements qualifies students to apply for the Dental Hygiene National Board Examination and individual State Board Exams for licensure.

Although the dental hygiene courses are sequential and begin only during the fall semester, students may begin and complete the required general education courses during any semester. The professional curriculum runs five consecutive semesters, including one summer term.

**THIS PROGRAM OF STUDY REQUIRES SPECIAL ADMISSION.** Contact the Dental Hygiene department for additional information and an application. The department is located on the Dunwoody Campus, and all professional courses are offered during the day only. (See notes.)

### General Education

Word Processing and Research Skills	ATEC 1203	1 hour
Human Anat and Phys. I (a)	BIOL 1611 and BIOL 1611L	4 hours
Human Anat and Phys. II (a)	BIOL 1612 and BIOL 1612L	4 hours
Microbiology	BIOL 1913 and BIOL 1913L	4 hours
Survey of Chemistry I (b)	CHEM 1151 and CHEM 1151L	4 hours
or		
Survey of Chemistry I (b)	CHEM 1951	3 hours
Survey of Chemistry II (b)	CHEM 1152 and CHEM 1152L	4 hours
or		
Survey of Chemistry II (b)	CHEM 1952	3 hours
Intro. to Communication *	COMM 1201	3 hours
English Composition I *	ENGL 1101	3 hours
US History I *	HIST 2111	3 hours
or		
US History II *	HIST 2112	3 hours
American Govt. *	POLS 1101	3 hours
Intro. to Gen. Psychology *	PSYC 1101 (1501)	3 hours
Intro. to Sociology *	SOCY 1101	3 hours

**AREA TOTAL: 37-39 hours**

**Professional Curriculum****Fall**

Dental Hygiene I	DHYG 1901	3 hours
Clinical Dental Hygiene I	DHYG 1911	2 hours
Dental Tissues	DHYG 1921	4 hours
Dental Radiology	DHYG 1923	2 hours

**Spring**

Dental Hygiene II	DHYG 1902	2 hours
Clinical Dental Hygiene II	DHYG 1912	3 hours
Oral Pathology	DHYG 1925	4 hours

**Summer**

Dental Hygiene III	DHYG 1903	1 hour
Clinical Dental Hygiene III	DHYG 1913	2 hours
Dental Materials	DHYG 1927	1 hour

**Fall**

Dental Hygiene IV	DHYG 2901	2 hours
Clinical Dental Hygiene IV	DHYG 2911	3 hours
Public Health	DHYG 2921	3 hours
Dental Pharmacology & Anesthesiology	DHYG 2923	2 hours

**Spring**

Dental Hygiene V	DHYG 2902	1 hour
Clinical Dental Hygiene V	DHYG 2912	4 hours

**AREA TOTAL: 39 hours****NOTES:**

\*Or Honors version

- (a) These biology courses must be completed before acceptance into the program. CHEM 1951 or CHEM 1151 is a prerequisite to these courses.
- (b) Students who are considering completing their BS degree in Dental Hygiene or a closely related field should complete CHEM 1151 and CHEM 1152, lecture and lab. CHEM 1951 and CHEM 1952 do not have labs and will not transfer.
- (c) Students are advised that if they are accepted into Dental Hygiene, the required curriculum in several of the semesters does not contain enough hours to meet requirements for financial aid or health insurance. Plan accordingly.
- (d) Both parts of the Regents' Test must be passed prior to entering the fourth semester of the Dental Hygiene program.

**Nursing**

The Nursing program leads to an Associate of Science degree. It is approved by the Georgia Board of Nursing and is accredited by the National League for Nursing Accrediting Commission. Graduates of this program are eligible to take the NCLEX examination for registered nurses. The curriculum is designed as a career program, but students wishing to continue their education may transfer credit to a number of institutions of higher learning. Each institution should be consulted to determine additional requirements.

**THIS PROGRAM OF STUDY REQUIRES SPECIAL ADMISSION.** Contact the Office of Admissions and Registration Services, Advising and Counseling Services, or the Nursing Department for additional information and an application. (See notes)

**General Education****Required Courses:**

Word Processing and Research Skills	ATEC 1203	1 hour
Human Anat and Phys I	BIOL 1611 and BIOL 1611L	4 hours
Human Anat and Phys II	BIOL 1612 and BIOL 1612L	4 hours
Microbiology	BIOL 1913 and BIOL 1913L	4 hours
Survey of Chemistry I (b) or	CHEM 1151 and CHEM 1151L	4 hours
Survey of Chemistry I (b)	CHEM 1951	3 hours
Intro. to Communication *	COMM 1201	3 hours
English Composition I *	ENGL 1101	3 hours
US History I *	HIST 2111	3 hours
or		
US History II *	HIST 2112	3 hours
Intro. to Math Modeling (a)	MATH 1101	3 hours
Choices for Life	PHED 1101	1 hour
American Govt. *	POLS 1101	3 hours
Intro. to Gen. Psychology *	PSYC 1101 (1501)	3 hours

**AREA TOTAL: 35-36 hours****NOTE:**

\*Or Honors version

## Professional Curriculum

### First-Year Courses (beginning Fall 2002) (e)

Fund. Concepts of Nursing (c) NURS 1920 9 hours

Int. Concepts of Nursing (c) NURS 1924 10 hours

**Subtotal: 19 hours**

### Second-Year Courses (Summer and Fall 2002 and Spring 2003) (d) and (e)

Maternal-Child Health Nursing NURS 2900 7 hours

Community and Mental Health Nursing NURS 2903 7 hours

Trends and Issues in Nursing NURS 2905 1 hour

Advanced Nursing NURS 2907 3 hours

**Subtotal: 18 hours**

**AREA TOTAL: 36 hours**

### Second-Year Courses (Fall 2003 and Spring 2004) (d) and (e)

Family-Child Concepts of Nursing NURS 2921 8 hours

Advanced Concepts of Nursing NURS 2925 9 hours

**Subtotal: 17 hours**

**AREA TOTAL: 36 hours**

## NOTES:

- Any other college-level mathematics course may be substituted.
- Chemistry lab is not required but is recommended.
- Advanced placement students (for example, Licensed Practical Nurses (LPN)) who meet specific requirements and complete NURS 1950 (a special accelerated course) with a "C" or better may exempt NURS 1920 and NURS 1924. Call the Office of Admissions and Registration Services, Advising and Counseling Services, or the Nursing Department for further information.
- Both parts of the Regents' Test must be passed prior to entering the second year of the nursing program.
- The passing of standardized nursing exams is required for successful progression from course to course and from First Year to Second Year.

## ASSOCIATE OF APPLIED SCIENCE DEGREES AND CERTIFICATES

### Fire Management

The Fire Management Program prepares individuals for career positions in the dynamic and action-oriented field of Fire Service. The two-year sequence of courses leads to an Associate of Applied Science degree. A twenty-four credit hour certificate program is also available.

Key elements of a traditional business curriculum have been combined with a variety of technical fire courses to assist students in fulfilling a variety of career tracks within the fire service, including (1) technical and administrative skills needed by first-line supervisors and middle management supervisors to function effectively in the emergency and business environments of fire service today; (2) business and technical courses to fulfill a variety of fire service career tracks including fire management, fire investigation, fire prevention, public education, and training; and (3) NFPA 1021 Fire Officer I and II certification potential.

Courses are established on a rotating basis and are practical for a variety of student schedules. Twenty courses are required for the Associate in Applied Science Degree. Thirteen of these are general educational and professional core courses. Seven FIRE technical courses are required, six of which are electives for the degree or three for the certificate program. For information on these classes contact the fire management coordinator, Mr. D. Daniels, at 404-244-2939 or e-mail ddaniels@gpc.edu.

### General Education

These courses constitute the general education segment of the curriculum and must be completed prior to enrolling in the professional curriculum. (See notes.)

#### Required Courses:

English Composition I * (a)	ENGL 1101	3 hours
US History I *	HIST 2111	3 hours
or		
US History II *	HIST 2112	3 hours
Intro. to Math Modeling	MATH 1101	3 hours
or		

College Algebra	MATH 1111	3 hours
First Aid, Safety and CPR	PHED 2006	3 hours
American Govt. *	POLS 1101	3 hours
Intro. to Gen. Psychology *	PSYC 1101 (1501)	3 hours
Foreign Language (including Sign Language)		3 hours
<b>AREA TOTAL: 21 hours</b>		

NOTE:

\*Or Honors version

## Professional Curriculum

### Required Courses:

Business Information Systems	BISM 2601	3 hours
Prin. of Accounting I	ACCT 2101	3 hours
Prin. of Macroeconomics	ECON 2105	3 hours
Prin. of Accounting II or	ACCT 2102	3 hours
Prin. of Microeconomics	ECON 2106	3 hours
Intro. to Communication	COMM 1201	3 hours
Environment of Business	BUSA 2106	3 hours
Fire Department Mgmt	FIRE 1911	3 hours
<b>Subtotal: 21 hours</b>		

### Electives

#### Select 18 hours from the following courses:

Special Topics	FIRE 1090	3 hours
Intro. to Fire Prevention and Suppression	FIRE 1902	3 hours
Inspection Principles*	FIRE 1904	3 hours
Industrial Fire Protection	FIRE 1906	3 hours
Instructional Techniques*	FIRE 1908	3 hours
Emergency Rescue Oper.	FIRE 1916	3 hours
Fire Service Safety and Loss Control*	FIRE 1961	3 hours
Fire Fighting Tactics and Strategy	FIRE 2901	3 hours
Aircraft Fire Prot. Safety	FIRE 2903	3 hours
Fire Causes Investigation	FIRE 2905	3 hours
Incident Command*	FIRE 2907	3 hours
Fire Fighters Hydraulics	FIRE 2911	3 hours
Chemistry of Hazardous Material (b)	FIRE 2913	3 hours
Building Construction and Firefighter Safety	FIRE 2915	3 hours
<b>Subtotal: 18 hours</b>		
<b>AREA TOTAL: 60 hours</b>		

NOTES:

\* Identifies classes for NPQ Fire Officer I

- (a) Students planning to transfer are encouraged to take the Regents' Test upon completion of English 1101.
- (b) Prerequisites: CHEM 1151 and CHEM 1151L.

Students who seek transfer credit information from other institutions should contact District Admissions and Records, Georgia Perimeter College, 555 North Indian Creek Drive, Clarkston, GA 30021-2396, for guidelines.

A student may earn up to 21 semester hours toward graduation in courses appropriate to the student's major through credit by one or more of the following methods: College Level Examination Program (CLEP), Advanced Placement Program (AP) of the College Board, and departmental examinations. Several courses in the Fire Management Program may be challenged for CLEP and/or departmental examinations. See your advisor for guidance. Grades of "C" or better in all FIRE technical courses will be required for graduation and Georgia Fire Fighter Standards and Training Council certification.

## Sign Language Interpreting (INTP)

There is a great and ever-increasing demand for qualified sign language/English interpreters. Interpreters are employed full- and part-time in education, business, government, and as independent free-lance interpreters. The two-year sequence of courses leads to an Associate of Applied Science degree with a major in Interpreting for the Deaf or a Certificate of Completion. The curriculum prepares students with the skills and knowledge to enter the growing profession of interpreting.

Once admitted, students complete a sequence of professional courses in sign language and interpreting. Students who are able to take at least nine hours per semester can complete their professional studies in two years. Completing the general studies requirements for an Associate of Applied Science degree may require additional semesters. Students who are able to take only one course per semester should consult with an advisor to develop an individual plan of study. To complete the final course in the professional program, students must fulfill all assigned hours of field experience and pass a comprehensive examination. Students accepted into the program who subsequently withdraw from the course sequence are required to get written permission from the program coordinator before enrolling in future INTP courses. They may be

required to pass an additional assessment of their signing skills.

Students wishing to audit or enroll in selected courses from the program must obtain approval from the program coordinator. Students will be required to earn at least 80 percent on the final examination in the prerequisite skills class. Such students will be admitted on a space-available basis. It is expected that the students will possess the necessary knowledge and skills to complete requirements of the selected course.

While an associate degree is strongly recommended, students may choose to receive a Certificate of Completion by completing all of the INTP course work and ENGL 1101 and ENGL 1102. Persons holding a degree have a number of job options open to them, may be given preference in hiring, and generally earn higher salaries.

THIS PROGRAM OF STUDY REQUIRES SPECIAL ADMISSION. Contact the Sign Language Interpreting office at (404) 299-4322 for more information.

### Prerequisites

American Sign Lang I (a)	INTP	1904	3 hours
American Sign Lang II (a)	INTP	1905	3 hours
American Sign Lang III (a)	INTP	1906	3 hours
American Sign Lang IV (a)	INTP	1907	3 hours
(or demonstrated equivalent intermediate conversational American Sign Language skills)			
English Composition I *	ENGL	1101	3 hours
English Composition II *	ENGL	1102	3 hours

**AREA TOTAL: 18 hours**

### General Education (b)

#### Required Courses:

Computer Concepts	ATEC	1201	1 hour
Word Processing and Research Skills	ATEC	1203	1 hour
Intro. to Communication *	COMM	1201	3 hours
US History I *	HIST	2111	3 hours
or			
US History II *	HIST	2112	3 hours
Intro. to Math Modeling	MATH	1101	3 hours
Physical Educ. Electives	PHED		3-4 hours
American Govt *	POLS	1101	3 hours
Intro. to Gen. Psychology *	PSYC	1101 (1501)	3 hours

**AREA TOTAL: 20-21 hours**

NOTE:

\*Or Honors version

## Professional Curriculum

### First-Year Courses

American Sign Language Narrative and Discourse	INTP 1911	6 hours
Orientation to Deafness	INTP 1913	3 hours
Multicultural Aspects of Deafness	INTP 1922	3 hours
English to American Sign Language Interpreting	INTP 1931	3 hours
Intro. to Interpreting	INTP 1941	3 hours

### Second-Year Courses

Survey of Specialized Interpreting Settings	INTP 2901	3 hours
Special Project	INTP 2903	1 hour
American Sign Language to English Interpreting	INTP 2911	6 hours
English to American Sign Language II	INTP 2932	3 hours
Transliteration	INTP 2934	3 hours
Practicum (c)	INTP 2951	6 hours

**AREA TOTAL: 40 hours**

### NOTES:

- These courses do not apply toward graduation requirements.
- These courses are not required if pursuing Certificate of Completion.
- A comprehensive exam and student portfolio are required to exit the program.

## Joint Programs

In Joint Programs, the student has to be admitted to both GPC and the other institution in order to graduate. Therefore, both institutions share the requirements for Areas A - F.

## Associate of Applied Science Degrees

### Programs With DeKalb Technical College

Georgia Perimeter College (GPC) and DeKalb Technical College offer joint programs for students seeking the Associate of Applied Science degree. The student must be admitted to both institutions. Students who receive credit for all required technical courses from DeKalb Technical College and complete the required collegiate courses from GPC may earn an Associate of Applied Science degree. Students should refer to the *DeKalb Technical College Catalog*, and the admission section of the *GPC*

*Catalog* for specific admission criteria and for program information and course descriptions.

**Programs Include:**

- \* Business and Office Technology
- \* Computer Information Systems
- \* Early Childhood Care and Education
- \* Electronics Technology (a)
- \* Industrial Maintenance Technology
- \* Marketing Management
- \* Medical Assisting
- \* Medical Laboratory Technology (a)
- \* Surgical Technology

(a) These programs may require additional collegiate courses.

**Minimum Collegiate Course Requirements for Associate of Applied Science Degree Programs Offered Jointly by Georgia Perimeter College (GPC) and DeKalb Technical College**

Students enrolled in Associate of Applied Science degree programs offered jointly by GPC and DeKalb Technical College must receive credit for all required technical courses through DeKalb Technical College and must also receive credit for the following college course requirements through GPC.

Any Course from Area C			3-4 hours
Intro. to Communication	COMM 1201		3 hours
English Composition I *	ENGL 1101		3 hours
US History I *	HIST 2111		3 hours
or			
US History II *	HIST 2112		3 hours
Intro. to Math Modeling	MATH 1101		3 hours
Physical Educ. Electives	PHED		1-3 hours
Choices for Life	PHED 1101		1 hour
American Govt. *	POLS 1101		3 hours
<b>AREA TOTAL: 20-23 hours</b>			

NOTE:

\*Or Honors version

**Programs with Gwinnett Technical College**

Georgia Perimeter College (GPC) and Gwinnett Technical College offer joint programs for students seeking the Associate of Applied Science degree. The student must be admitted to both institutions. Students who receive a

diploma from Gwinnett Technical College and complete the required collegiate courses from GPC may earn an Associate of Applied Science degree. Students should refer to the *Gwinnett Technical College Catalog*, and the admission section of the *GPC Catalog* for specific admission criteria and for program information and course descriptions.

**Programs Include:**

- \* Business Management
- \* Computer Programming Specialist (formerly Computer Information Systems)
- \* Dental Assisting
- \* Internet Web Design
- \* Marketing Management
- \* Medical Assisting
- \* Microcomputer Specialist
- \* Networking Specialist
- \* Paramedic Technology
- \* Physical Therapist Assistant (a)
- \* Radiologic Technology (a)
- \* Respiratory Therapy (a)
- \* Surgical Technology

**Minimum Collegiate Course Requirements for Associate of Applied Science Degree Programs Offered Jointly by Georgia Perimeter College (GPC) and Gwinnett Technical College**

Students enrolled in Associate of Applied Science degree programs offered jointly by GPC and Gwinnett Technical College must receive credit for all required technical courses through Gwinnett Technical College and must also receive credit for the following college course requirements through GPC.

Any Course from Area C			3-4 hours
Intro. to Communication	COMM 1201		3 hours
English Composition I *	ENGL 1101		3 hours
US History I *	HIST 2111		3 hours
or			
US History II *	HIST 2112		3 hours
Intro. to Math Modeling	MATH 1101		3 hours
Physical Educ. Electives	PHED		1-3 hours
Choices for Life	PHED 1101		1 hour
American Govt. *	POLS 1101		3 hours
<b>AREA TOTAL: 20-23 hours</b>			



NOTE:

\*Or Honors version

(a) Physical Therapist Assistant, Respiratory Therapy, and Radiologic Technology also require the following courses:

Human Anat and Phys. I	BIOL 1611 and BIOL 1611L	4 hours
Human Anat and Phys. II	BIOL 1612 and BIOL 1612L	4 hours
Intro. to Gen. Psychology *	PSYC 1101 (1501)	3 hours
<b>AREA TOTAL:</b>		<b>11 hours</b>

NOTE:

\* Or Honors version

### **Basic Course in Military Science (ROTC) Offered Jointly by Georgia State University and the College**

The Department of Military Science, most often referred to as ROTC, offers an introduction to the opportunities available in the United States Army, Army Reserve, and Army National

Guard. The MILI 1000 and 2000 series provides college freshmen and sophomores a unique and challenging curriculum, and it requires no obligation. The advance program conducted at Georgia State University is designed for students with two academic years remaining. The upper-level program requires an obligation for the student to serve in the Army National Guard, Army Reserves, or on active duty as a commissioned officer. Entering ROTC can be personally, physically, and financially rewarding. Stipends and scholarship opportunities are available.

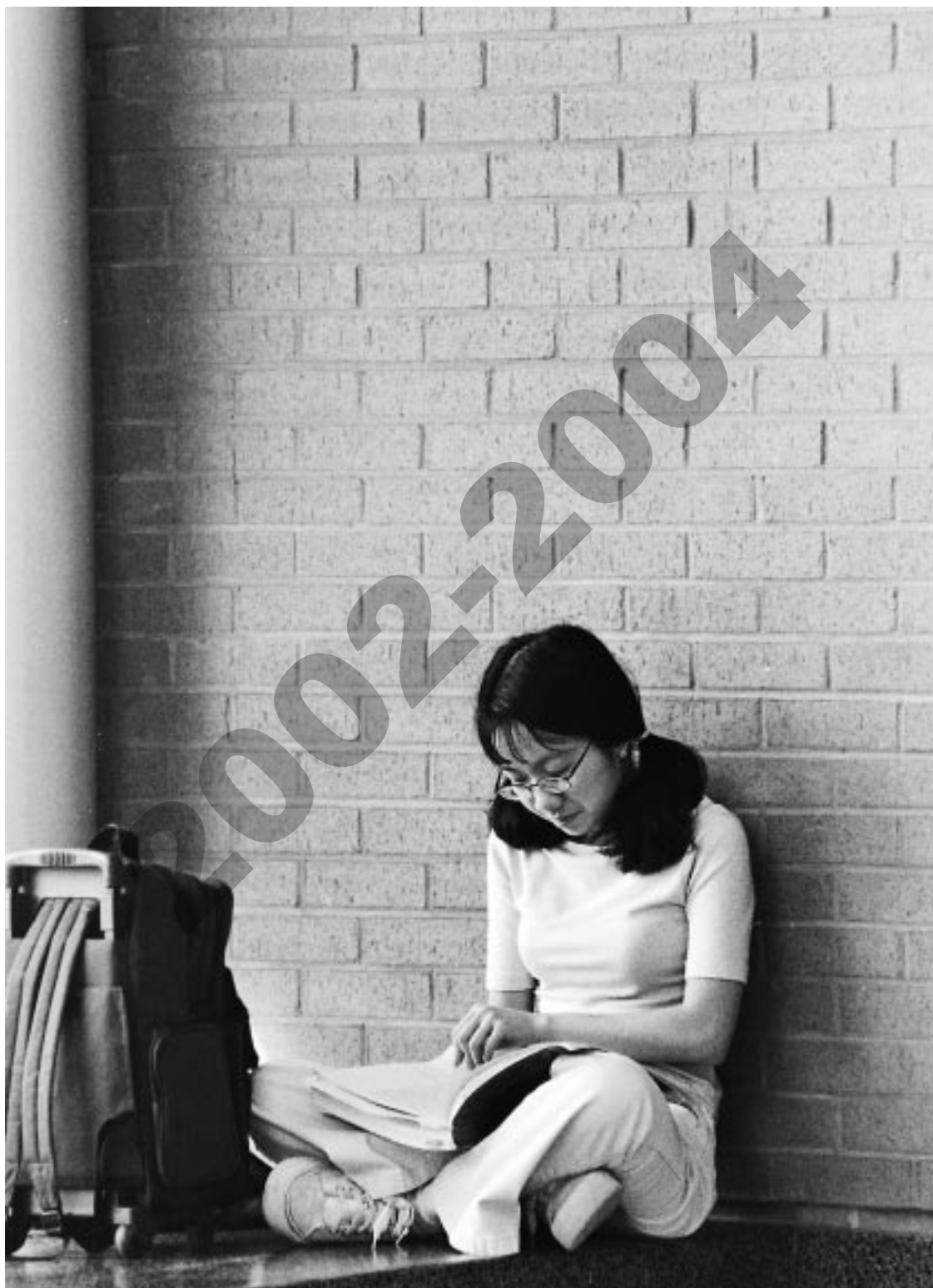
### **Credit for Veterans' Service**

Students who are veterans of any service, active, reserve, or National Guard, or who have attended a service academy, may receive advanced placement in the Department of Military Science (ROTC).

**Note:** The phone number for Military Science (ROTC) Advisement is: 404-651-2275/2276.

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# Course Descriptions



## GENERAL STATEMENT

The College offers two types of courses for credit: courses designed for transfer credit and courses designed specifically for students in career programs. Although credit in some of the latter courses may be transferable to four-year colleges, they are not designed for this specific purpose; nor is this primarily the basis for developing course objectives.

- Some courses are not offered every semester. For each semester's offerings, refer to the class schedule published prior to each registration period.
- The College reserves the right to discontinue a section of a course because of insufficient enrollment as well as to change instructor and room assignments. A refund for a deleted section or course will be made only if another section of this course is not available at the same class period.

## Course Number Changes from Previous Catalogs

Many course numbers have been changed since the 2001-2002 Catalog. The chart below identifies these changes.

New Course Number	Old Course Number
ASTR 1010 Astronomy of the Solar System	ASTR 1401/1411 Introductory Astronomy I
ASTR 1010L Astronomy of the Solar System Lab	ASTR 1411L Introductory Astronomy I Lab
ASTR 1020 Stellar and Galactic Astronomy	ASTR 1403/1413 Introductory Astronomy II
ASTR 1020L Stellar and Galactic Astronomy Lab	ASTR 1413L Introductory Astronomy II Lab
BIOL 1402 (3-hour credit) Cell Biology and Genetics	BIOL 1401 (2-hour credit) Cell Biology and Genetics
BIOL 1402L Cell Biology and Genetics Lab	BIOL 1401L Cell Biology and Genetics Lab
CSCI 1300 Introduction to Computer Science	CSCI 1401 Introduction to Computer Science
ENGL 2111 World Literature I	ENGL 2303 World Literature I
ENGL 2111H World Literature I (Honors)	ENGL 2303H World Literature I (Honors)
ENGL 2112 World Literature II	ENGL 2305 World Literature II
ENGL 2112H World Literature II (Honors)	ENGL 2305H World Literature II (Honors)
ENGL 2121 British Literature I	ENGL 2320 British Literature I
ENGL 2121H British Literature I (Honors)	ENGL 2320H British Literature I (Honors)
ENGL 2122 British Literature II	ENGL 2322 British Literature II
ENGL 2122H British Literature II (Honors)	ENGL 2322H British Literature II (Honors)
ENGL 2131 American Literature I	ENGL 2310 American Literature I
ENGL 2131H American Literature I (Honors)	ENGL 2310H American Literature I (Honors)

New Course Number	Old Course Number
ENGL 2132 American Literature II	ENGL 2312 American Literature II
ENGL 2132H American Literature II (Honors)	ENGL 2312H American Literature II (Honors)
HIST 1111 A Survey of World History to Early Modern Times (1500)	HIST 1501 World Civilization to 1500 AD
HIST 1111H A Survey of World History to Early Modern Times (1500) (Honors)	HIST 1501H World Civilization to 1500 AD (Honors)
HIST 1112 A Survey of World History from Early Modern Times (1500 to the Present)	HIST 1503 World Civilization from 1500 to Present
HIST 1112H A Survey of World History from Early Modern Times (1500 to the Present) (Honors)	HIST 1503H World Civilization from 1500 to Present (Honors)
MATH 2652 (4-hour credit) Ordinary Differential Equations	MATH 2651 (3-hour credit) Ordinary Differential Equations
PSYC 1101 Introduction to General Psychology	PSYC 1501 Principles of Psychology
PSYC 1101H Introduction to General Psychology (Honors)	PSYC 1501H Principles of Psychology (Honors)
PSYC 2101 Introduction to Psychology of Adjustment	PSYC 2615 Psychology of Adjustment
PSYC 2103 Introduction to Human Development	PSYC 2611 Human Growth and Development
PSYC 2103H Introduction to Human Development (Honors)	PSYC 2611H Human Growth and Development (Honors)

## Accounting (ACCT)

### ACCT 2101 - PRINCIPLES OF ACCOUNTING I : (3)

Prerequisite or Co-requisite: BISM 2601.

This course is a study of the underlying theory and application of financial accounting concepts. It is an introduction to the fundamental principles and practices of accounting as a device for reporting business activity. It provides the student with an understanding of the underlying theory and principles of accounting. The construction, understanding, and analysis of financial statements as they evolve from business transactions and records are emphasized. The rational synthesis of raw data into useful summary form in financial statements underlies all aspects of this course. Mathematical skills, critical thinking, computer use, and effective communications are important parts of student participation.

### ACCT 2102 - PRINCIPLES OF ACCOUNTING II: MANAGERIAL (3)

Prerequisite: ACCT 2101 with a "C" or better.

This course is a study of the underlying theory and application of managerial accounting concepts. It emphasizes application and utilization of accounting principles in business entities. The areas of costs, business management, budgeting, cost reporting and control, as well as specialized internal reports are covered.

## Anthropology (ANTH)

### ANTH 1102 - INTRODUCTION TO ANTHROPOLOGY (3)

Prerequisite: Exit or exemption from Learning Support reading or ENSL 0090 with a "C" or better.

This course provides a holistic study of mankind including basic biological, cultural, historical, and societal aspects of humanity.

**ANTH 1102H - INTRODUCTION TO ANTHROPOLOGY (HONORS) (3)**

Prerequisite: Acceptance into the Honors Program.  
This course is ANTH 1102 for honors students.

**Applied Technology (ATEC)****ATEC 1201 - COMPUTER CONCEPTS (1)**

This course is a brief introduction to basic computer concepts and fundamentals. It covers the following topics: microcomputer system components; categories of computers; general microcomputer software applications; guidelines for purchasing a microcomputer system; the basic communication system components; how computers process data and execute programs; and legal, ethical, and privacy issues facing computer users. Students passing a locally administered test will receive credit for the course in Area B, Institutional Requirements.

**ATEC 1203 - WORD PROCESSING AND RESEARCH SKILLS (1)**

This course is designed to provide students with hands-on computer experience using e-mail, word processing, and presentation-graphics software. The course will also introduce computer research skills using GALILEO and the Internet.

**Arabic (ARAB)****ARAB 1001 - ELEMENTARY ARABIC I (3)**

This course provides an introduction to spoken and written Arabic. Using basic grammatical patterns and a fundamental vocabulary, the student becomes familiar with the syntax of the language. Simple texts dealing with cultural topics are used to develop skill in reading. An accompanying workbook provides needed practice in writing the language. The four skills—listening, speaking, reading, and writing—are developed simultaneously.

**ARAB 1002 - ELEMENTARY ARABIC II (3)**

Prerequisite: ARAB 1001 or permission of the department chair.  
This course is a continuation of ARAB 1001.

**ARAB 2001 - INTERMEDIATE ARABIC I (3)**

Prerequisite: ARAB 1002 or permission of the department chair.  
This course is a continuation of Elementary Arabic. The student continues with more sophisticated writing and reading materials and works with increasingly more difficult activities stressing speaking, comprehending, reading, and writing.

**ARAB 2002 - INTERMEDIATE ARABIC II (3)**

Prerequisite: ARAB 2001 or permission of the department chair.

This course is a continuation of ARAB 2001. Cultural and literary reading selections develop a deeper insight into understanding of the Arabic world.

**ARAB 2005 - ADVANCED ARABIC I (3)**

Prerequisite: ARAB 2002 or permission of the department chair.

This course is a continuation of ARAB 2002.

**ARAB 2006 - ADVANCED ARABIC II (3)**

Prerequisite: ARAB 2005 or permission of the department chair.

This course is a continuation of ARAB 2005.

**Art (ARTS)**

**Art Majors Advisement Alert:** Because of the sequential nature of many of the Fine Arts courses, students must meet during their first semester at Georgia Perimeter College with a Fine Arts advisor on the Clarkston Campus to plan their course of study. Fine Arts majors need to start their major area courses in their first semester in order to complete the two-year sequence.

The Visual Arts Program of the College is designed for students wishing to pursue a career in the visual arts by meeting the freshman and sophomore visual arts requirements established by most schools. Students who complete the recommended transfer art curriculum will be prepared to enter as juniors and meet the lower-division requirements for art majors in most four-year institutions. However, additional elective courses not required in Area F for the Associate's degree at the College may be taken in order to build a strong portfolio of work. Many four-year institutions require a portfolio review before the student will be admitted into the art program as a junior.

**ARTS 1301 - ART APPRECIATION (3)**

This course is a survey of world art from prehistory to the present. It explores the relationship of art and artists to past cultures as well as the relevance of the visual arts in our time.

**ARTS 1610 - DRAWING I (3)**

This course teaches strategies in seeing and translating what is seen by a variety of drawing methods which include contour drawing, gesture drawing, the use of negative space, the exploration of shading techniques as well as the study of proportion, perspective, and composition. A variety of media will be used. The course may include use of the Fine Arts Computer Laboratory.

**ARTS 1611 - DRAWING II (3)**

Prerequisite: ARTS 1610 or permission of the department chair.

This course explores drawing problems in a variety of media. The drawing process and the use of pictorial space will be explored. The course may include some use of the Fine Arts Computer Laboratory.

**ARTS 1620 - TWO-DIMENSIONAL DESIGN AND COLOR THEORY (3)**

This course is an exploration of the visual elements (line, shape, space, color, texture, time, and motion) and the organization of these elements on a two-dimensional plane. It deals with the development of perceptual awareness, technical skills, and innovative solutions to problems related to composition and color.

**ARTS 1641 - THREE-DIMENSIONAL DESIGN (3)**

This course explores the visual elements and the principles of design in three dimensions. A variety of materials and processes will be explored in a series of projects.

**ARTS 1690 - ART HISTORY: PREHISTORY - RENAISSANCE (3)**

This course is a survey of the visual arts (painting, sculpture, and architecture) from prehistory through the Renaissance.

**ARTS 1692 - ART HISTORY: BAROQUE - 20TH CENTURY (3)**

This course is a survey of the visual arts (painting, sculpture, and architecture) from the Baroque Age through the 20th century in Western Europe and the United States.

**ARTS 1694 - ART HISTORY: ARTS OF AFRICA, OCEANIA, AND THE AMERICAS (3)**

This course is a survey of the indigenous arts of Africa, Oceania, and the Americas.

**ARTS 2613 - FIGURE DRAWING (3)**

Prerequisite: ARTS 1610 or permission of the department chair.

This course explores drawing of the human form. Students will draw from a live model to become familiar with the structural, anatomical design, and expressive elements of the human figure. A variety of media and techniques will be used.

**ARTS 2615 - CERAMIC DESIGN: HAND BUILDING (3)**

This course offers an exploration of three-dimensional forms in clay. Projects include various hand-building techniques. Basic technology in preparing, firing, and glazing is presented.

**ARTS 2617 - CERAMIC DESIGN: WHEEL (3)**

This course offers a solid foundation for "throwing" or forming clay on the potter's wheel. A variety of issues in ceramic design, history, decorative techniques, and expressive potential are explored.

**ARTS 2619 - PAINTING (3)**

Prerequisites: ARTS 1610 and ARTS 1620, or permission of the department chair.

This course is an introduction to painting that explores composition, color, and technique. Media used in the course may include acrylic or oil paint.

**ARTS 2621 - WATERCOLOR (3)**

Prerequisites: ARTS 1610 and ARTS 1620, or permission of the department chair.

This course explores the medium of watercolor. Emphasis is placed on the skillful handling of the medium, color, and composition.

**ARTS 2624 - PHOTOGRAPHY I (3)**

This course is an introduction to the use of the camera as a creative tool. Students are instructed in the theoretical principles of the photographic process. The course includes the following topics: methods of camera usage, photographic terminology, identification of the camera's parts, film processing, darkroom procedures, contact printing, use of the enlarger, and photographic composition.

**ARTS 2625 - PHOTOGRAPHY II (3)**

Prerequisite: ARTS 2624 or permission of the department chair.

This course takes photography as a creative tool to the next level. Students refine camera and darkroom skills as well as explore new photographic and darkroom techniques. Traditional and alternative photographic processes will be introduced. The development of individual vision expressed in a body of work will be emphasized.

**ARTS 2630 - COMPUTER IMAGERY I (3)**

This course is an introduction to drawing, design, and color that uses the computer as a creative medium.

**Astronomy (ASTR)****ASTR 1010 - ASTRONOMY OF THE SOLAR SYSTEM (3)**

(formerly ASTR 1401/1411)

Prerequisites: Exit or exemption from Learning Support mathematics and exit or exemption from Learning Support reading or ENSL 0090 with a "C" or better.

This course presents astronomy from the early ideas of

the cosmos to modern observational techniques. The solar system planets, satellites and minor bodies are studied. The origin and evolution of the solar system are studied.

**ASTR 1010L - ASTRONOMY OF THE SOLAR SYSTEM LABORATORY (1)**  
(formerly ASTR 1411L)

Prerequisites: Exit or exemption from Learning Support mathematics and exit or exemption from Learning Support reading or ENSL 0090 with a "C" or better.

Prerequisite or Co-requisite: ASTR 1010 (1401/1411)  
This is the laboratory to accompany ASTR 1010 (1401/1411).

**ASTR 1020 - STELLAR AND GALACTIC ASTRONOMY (3)**  
(formerly ASTR 1403/1413)

Prerequisites: Exit or exemption from Learning Support mathematics and exit or exemption from Learning Support reading or ENSL 0090 with a "C" or better.

This course includes the study of the Sun and stars, their physical properties and evolution, interstellar matter, star clusters, our galaxy and other galaxies, and the origin of the Universe.

**ASTR 1020L - STELLAR AND GALACTIC ASTRONOMY LABORATORY (1)**  
(formerly ASTR 1413L)

Prerequisites: Exit or exemption from Learning Support mathematics and exit or exemption from Learning Support reading or ENSL 0090 with a "C" or better.

Prerequisite or Co-requisite: ASTR 1020 (1403/1413)  
This is the laboratory to accompany ASTR 1020 (1403/1413).

## Biology (BIOL)

**BIOL 1402 - CELL BIOLOGY AND GENETICS (3)**  
(formerly BIOL 1401, 2 hour credit)

Prerequisites: Exit or exemption from Learning Support English, reading, and ESL requirements  
Co-requisite: BIOL 1402L (1401L).

Students investigate principles and applications of cell biology. Topics include the scientific method, cell structure and function, basic chemistry of life, gene structure and function, cell division, and genetics. This course is designed for non-science majors.

**BIOL 1402L - CELL BIOLOGY AND GENETICS LABORATORY (1)**  
(formerly BIOL 1401L)

Prerequisites: Exit or exemption from Learning Support English, reading, and ESL requirements.  
Co-requisite: BIOL 1402 (1401).

This laboratory investigates principles and applications of cell biology. Topics include laboratory exercises in the scientific method, cell structure and function, cell division, gene structure and function, and genetics. This course is designed for non-science majors.

**BIOL 1403 - DIVERSITY IN THE LIVING WORLD (3)**

Prerequisites: Exit or exemption from Learning Support English, reading, and ESL requirements.  
Co-requisite: BIOL 1403L.

This course introduces the student to the variety of living organisms, including animals, plants, fungi, protozoa, algae, and bacteria, and the biological principles that unite them. Attention is given to the evolution of these forms and their ecological interactions with each other and with humanity. This course is designed for non-science majors.

**BIOL 1403L - DIVERSITY IN THE LIVING WORLD LABORATORY (1)**

Prerequisites: Exit or exemption from Learning Support English, reading, and ESL requirements.  
Co-requisite: BIOL 1403.

This course provides the student with hands-on experience with a variety of living and preserved organisms, including animals, plants, fungi, protozoa, algae, and bacteria, and the principles of evolution and ecology that unite them. This course is designed for non-science majors.

**BIOL 1405 - HUMAN BIOLOGY AND DISEASE (2)**

Prerequisites: Exit or exemption from Learning Support English, reading, and ESL requirements.  
Co-requisite: BIOL 1405L.

Students will explore the application of the scientific method to discover the biological principles of health, disease, aging, and metabolism; the latter includes exercise physiology and maintenance of body weight. The integumentary, skeletal, muscular, cardiovascular, digestive, nervous, urinary, and reproductive organ systems will be explored. This course is designed for non-science majors.

**BIOL 1405L - HUMAN BIOLOGY AND DISEASE LABORATORY (1)**

Prerequisites: Exit or exemption from Learning Support English, reading, and ESL requirements.

Co-requisite: BIOL 1405.

This is an investigative laboratory to support BIOL 1405. This course is designed for non-science majors.

**BIOL 1407 - PLANTS, PEOPLE, AND THE ENVIRONMENT (3)**

Prerequisite: Exit or exemption from Learning Support English, reading, and ESL requirements  
Co-requisite: BIOL 1407L.

This course discusses the uses of plants including cultivation and history of plants, plant populations and diversity, evolution, plant anatomy and physiology, and plant diseases. This course is designed for non-science majors.

**BIOL 1407L - PLANTS, PEOPLE, AND THE ENVIRONMENT LABORATORY (1)**

Prerequisites: Exit or exemption from Learning Support English, reading, and ESL requirements.  
Co-requisite: BIOL 1407.

This course uses hands-on laboratory experiences to support topics covered in BIOL 1407. Emphasis is placed on use of the scientific method and use of investigative techniques to explore plant physiology, anatomy, and ecology. This course is designed for non-science majors.

**BIOL 1611 - HUMAN ANATOMY AND PHYSIOLOGY I (3)**

Prerequisites: CHEM 1151 and CHEM 1151L, CHEM 1951, or CHEM 1211 and CHEM 1211L, each with a "C" or better.

Co-requisite: BIOL 1611L.

This is the first of a two-course sequence in human anatomy and physiology designed to meet the requirements for nursing, dental hygiene, physical education, and other health science majors. Topics covered include animal cell structure and function, cell chemistry, cell division, metabolism, tissues, integumentary system, skeletal system, muscle system, and nervous system.

**BIOL 1611L - HUMAN ANATOMY AND PHYSIOLOGY I LABORATORY (1)**

Co-requisite: BIOL 1611.

This is a laboratory covering microscopic survey of animal cells and tissues, skeletal system, muscle system (animal dissection and muscle identification using human models), nervous system with emphasis on the brain and sense organs.

**BIOL 1612 - HUMAN ANATOMY AND PHYSIOLOGY II (3)**

Prerequisites: BIOL 1611 and BIOL 1611L, each with a "C" or better.

Co-requisite: BIOL 1612L.

This course is a continuation of BIOL 1611 and covers the concepts of human anatomy and physiology that were not considered in BIOL 1611. Topics include metabolism and the digestive, cardiovascular, respiratory, urinary, endocrine, and reproductive systems.

**BIOL 1612L - HUMAN ANATOMY AND PHYSIOLOGY II LABORATORY (1)**

Co-requisite: BIOL 1612.

This is a laboratory covering blood and the cardiovascular, respiratory, digestive, urinary, endocrine, and reproductive systems.

**BIOL 1913 - MICROBIOLOGY (3)**

Prerequisites: BIOL 1612 and BIOL 1612L, each with a "C" or better.

Co-requisite: BIOL 1913L.

This is a study of fundamental principles including basic culture and staining techniques, cellular metabolism, sterilization, disinfection, basic principles of immunology, and etiology of some infectious diseases. This course is designed primarily for students who intend to enter one of the health professions.

**BIOL 1913L - MICROBIOLOGY LABORATORY (1)**

Co-requisite: BIOL 1913.

This is a laboratory with experiments in microbial culture and staining techniques, cell metabolism, disinfection, and sterilization. Isolation of some normal flora and a survey of parasites are included.

**BIOL 2107 - PRINCIPLES OF BIOLOGY I (3)**

Prerequisites: CHEM 1211 and CHEM 1211L, each with a "C" or better.

Co-requisite: BIOL 2107L.

Students investigate the principles and applications of biology. Topics include the scientific method, cell structure and function, basic chemistry of life, cellular reproduction, classical and molecular genetics, and a survey of selected organisms (bacteria, fungi, protists, and plants). This course is designed for students whose program of study is science.

**BIOL 2107L - PRINCIPLES OF BIOLOGY I LABORATORY (1)**

Co-requisite: BIOL 2107.

This is an in-depth laboratory that applies the scientific method in studying cell structure and function, classical and molecular genetics, and the diversity and unifying characteristics of organisms including bacteria, protists, fungi, and plants. This course is designed for students whose program of study is science.

**BIOL 2108 - PRINCIPLES OF BIOLOGY II (3)**

Prerequisites: BIOL 2107 and BIOL 2107L, each with a "C" or better.



Co-requisite: BIOL 2108L.

This course includes a survey of the animal kingdom with emphasis on diversity and evolutionary theory, mechanisms, and relationships; selected topics in vertebrate anatomy and physiology with emphasis on the human; and an introduction to ecology. This course is designed for students whose program of study is science.

### **BIOL 2108L - PRINCIPLES OF BIOLOGY II LABORATORY (1)**

Co-requisite: BIOL 2108.

This is an in-depth laboratory that involves the study of population genetics, diversity and unifying characteristics of animals, organ system structure and function, and ecology. This course is designed for students whose program of study is science.

### **BIOL 2650K - LIFE SCIENCE FOR MIDDLE SCHOOL TEACHERS (4)**

Prerequisites: Exit or exemption from all Learning Support and ESL requirements and EDUC 1603, or students with degrees.

The primary topics of the life science course will include the cell, genetics, diversity and adaptations of organisms, and ecology. There will be laboratory work in a local school lab, Internet-based projects, and lab exercises conducted in the home. This course does not meet program of study requirements for the associate's degree in teacher education.

## **Business Administration (BISM, BUSA)**

### **BISM 2601 - BUSINESS INFORMATION SYSTEMS (3)**

This course familiarizes students with management information systems theory, the hardware and software systems available for meeting information systems requirements, and the application of current software packages (spreadsheets and databases) to solve information problems. The emphasis is primarily on using the computer through practical, hands-on operation thereby providing experience in the use of computers in higher-level courses and business environments

### **BUSA 2106 - THE ENVIRONMENT OF BUSINESS (3)**

This course is an introduction to the legal, regulatory, political, social, ethical, cultural, environmental, and technological issues that form the context for business. It includes an overview of the impact of demographic diversity on organizations.

## **Chemistry (CHEM)**

### **CHEM 1151 - SURVEY OF CHEMISTRY I (3)**

Prerequisites: Exit or exemption from Learning Support mathematics and exit or exemption from Learning Support reading or ENSL 0090 with a "C" or better.

Co-requisite: CHEM 1151L.

This course is intended for students in physical education, business, humanities, social sciences, and allied health (Nursing or Dental Hygiene) planning to pursue baccalaureate degrees. The primary topics covered are measurements, nomenclature, atomic bonding, states of matter, solutions, equilibria, acids, bases, and pH. This course lays the foundation for understanding of biochemical processes.

### **CHEM 1151L - SURVEY OF CHEMISTRY I LABORATORY (1)**

Co-requisite: CHEM 1151.

This is a laboratory to accompany CHEM 1151. A minimum of three hours per week is scheduled.

### **CHEM 1152 - SURVEY OF CHEMISTRY II (3)**

Prerequisites: CHEM 1151 and CHEM 1151L or CHEM 1211 and CHEM 1211L, each with a "C" or better.

Co-requisite: CHEM 1152L.

This is the second in a two-semester sequence of introductory chemistry. Nursing and dental hygiene students planning to pursue a baccalaureate degree may need to enroll in CHEM 1152. The primary topics are basic functional groups and reactions of organic molecules. Additionally, carbohydrates, lipids, proteins, and enzymes are introduced.

### **CHEM 1152L - SURVEY OF CHEMISTRY II LABORATORY (1)**

Co-requisite: CHEM 1152.

This is a laboratory to accompany CHEM 1152. A minimum of three hours per week is scheduled.

### **CHEM 1211 - PRINCIPLES OF CHEMISTRY I (3)**

Through summer 2003:

Prerequisites: MATH 1101 or MATH 1113 with a "C" or better and exit or exemption from Learning Support reading or ENSL 0090 with a "C" or better.

Beginning fall 2003:

Prerequisite: Exit or exemption from Learning Support reading or ENSL 0090 with a "C" or better. Prerequisite: MATH 1113 with a "C" or better or Co-requisite: MATH 1113.

Co-requisite: CHEM 1211L.

This is the first course in a two-semester sequence covering the fundamental principles and applications

of chemistry for science majors. Topics to be covered include composition of matter, stoichiometry, periodic relations, and nomenclature.

**CHEM 1211L - PRINCIPLES OF CHEMISTRY I LABORATORY (1)**

Co-requisite: CHEM 1211.

Laboratory exercises supplement the lecture material of CHEM 1211.

**CHEM 1212 - PRINCIPLES OF CHEMISTRY II (3)**

Through summer 2003:

Prerequisites: CHEM 1211 and CHEM 1211L each with a "C" or better.

Co-requisite: CHEM 1212L.

Beginning fall 2003:

Prerequisites: CHEM 1211, CHEM 1211L, and MATH 1113 each with a "C" or better.

Co-requisite: CHEM 1212L.

This is the second course in a two-semester sequence covering the fundamental principles and applications of chemistry for science majors.

**CHEM 1212L - PRINCIPLES OF CHEMISTRY II LABORATORY (1)**

Co-requisite: CHEM 1212.

Laboratory exercises supplement the lecture material of CHEM 1212.

**CHEM 1951 - SURVEY OF CHEMISTRY I (3)**

Prerequisites: Exit or exemption from Learning Support mathematics and exit or exemption from Learning Support reading or ENSL 0090 with a "C" or better.

This course is CHEM 1151 without a laboratory component. It is intended for nursing and dental hygiene students. Nursing and dental hygiene students planning to pursue a baccalaureate degree should enroll in CHEM 1151 and CHEM 1151L.

**CHEM 1952 - SURVEY OF CHEMISTRY II (3)**

Prerequisites: CHEM 1951 or CHEM 1151 and CHEM 1151L or CHEM 1211 and CHEM 1211L, each with a "C" or better.

This course is CHEM 1152 without a laboratory component. It is intended for students in dental hygiene and other allied health sciences. Dental hygiene and other allied health science students planning to pursue a baccalaureate degree should enroll in CHEM 1152 and 1152L.

**CHEM 2641 - FUNDAMENTAL ORGANIC CHEMISTRY I (3)**

Prerequisites: CHEM 1212 and CHEM 1212L, each with a "C" or better.

Co-requisite: CHEM 2641L.

This is the first of a two-semester sequence of organic chemistry. Topics include relative reactivity of organic molecules, stereochemistry, and an introduction to functional groups, reaction mechanisms, and simple synthesis. It is intended to provide preparation in the fundamentals of organic chemistry needed for entrance into medical, dental, veterinary, and pharmacy schools. Students in biological sciences may use this sequence for their requirements, but some schools will not allow this sequence to satisfy requirements for a chemistry major.

**CHEM 2641L - FUNDAMENTAL ORGANIC CHEMISTRY I LABORATORY (1)**

Co-requisite: CHEM 2641.

This is a laboratory to accompany CHEM 2641. A minimum of three hours per week is scheduled.

**CHEM 2642 - FUNDAMENTAL ORGANIC CHEMISTRY II (3)**

Prerequisites: CHEM 2641 and CHEM 2641L, each with a "C" or better.

Co-requisite: CHEM 2642L.

This is the second in a two-semester sequence. Topics include an in-depth study of reaction mechanisms and the synthesis of moderately complex molecules. The study of molecular spectroscopy is included.

**CHEM 2642L - FUNDAMENTAL ORGANIC CHEMISTRY II LABORATORY (1)**

Co-requisite: CHEM 2642.

This is a laboratory to accompany CHEM 2642. A minimum of three hours per week is scheduled.

**Chinese (CHIN)**

**CHIN 1001 - ELEMENTARY CHINESE I (3)**

This course provides an introduction to spoken and written Chinese. Using basic grammatical patterns and a fundamental vocabulary, the student becomes familiar with the syntax of the language. Simple texts dealing with cultural topics are used to develop skill in reading. An accompanying workbook provides needed practice in writing the language. The four skills—listening, speaking, reading, and writing—are developed simultaneously.

**CHIN 1002 - ELEMENTARY CHINESE II (3)**

Prerequisite: CHIN 1001 or permission of the department chair.

This course is a continuation of CHIN 1001.

**CHIN 2001 - INTERMEDIATE CHINESE I (3)**

Prerequisite: CHIN 1002 or permission of the department chair.

This course is a continuation of Elementary Chinese. The student continues with more sophisticated writing and reading materials and works increasingly with more difficult activities stressing speaking, comprehending, reading, and writing.

**CHIN 2002 - INTERMEDIATE CHINESE II (3)**

Prerequisite: CHIN 2001 or permission of the department chair.

This course is a continuation of CHIN 2001. Cultural and literary reading selections develop a deeper insight into an understanding of the Chinese peoples.

**CHIN 2005 - ADVANCED CHINESE I (3)**

Prerequisite: CHIN 2002 or permission of the department chair.

This course is a continuation of CHIN 2002.

**CHIN 2006 - ADVANCED CHINESE II (3)**

Prerequisite: CHIN 2005 or permission of the department chair.

This course is a continuation of CHIN 2005.

**Communication (COMM)****COMM 1201 - INTRODUCTION TO COMMUNICATION (3)**

Prerequisite: Exit or exemption from Learning Support English, reading, and ESL requirements.

This is an introductory course in oral communication, stressing the fundamental principles. Special attention is given to critical thinking, global issues, the selection and organization of materials, and the presentation of individual speeches and group deliberations.

**COMM 1201H - INTRODUCTION TO COMMUNICATION (HONORS) (3)**

Prerequisite: Acceptance into the Honors Program. This course is COMM 1201 for honors students.

**COMM 1610 - IMPROVING VOICE AND ARTICULATION (3)**

This is a laboratory-oriented class for the correction of deficiencies in voice or articulation. Careful analysis of each student's speech problems is made, followed by intensive directed exercises for their correction, based on an understanding of the speaking mechanism and of elementary phonetics. The course is not for treatment of foreign dialect or severe speech disorders requiring speech therapy.

**Computer Science (CSCI)****CSCI 1300 - INTRODUCTION TO COMPUTER SCIENCE (3)  
(formerly CSCI 1401)**

Prerequisites: Exit or exemption from all Learning Support and ESL requirements.

This course provides an overview of selected major areas of current computing technology, organization, and use. Topics surveyed include the history of computing, data representation and storage, hardware and software organization, communications technologies, ethical and social issues, and fundamental problem solving and programming skills. Hands-on projects enhance and reinforce the ideas presented in class.

**CSCI 1301 - PRINCIPLES OF COMPUTER SCIENCE I (4)**

Prerequisites: CSCI 1300 (1401) and MATH 1101 or MATH 1111 or MATH 1113 or MATH 2431, each with a "C" or better.

This course is an introduction to the fundamental principles of computer science. It emphasizes structured, top-down development and testing of computer programs. The course includes an overview of computers and programming; problem solving and algorithm development; simple data types; arithmetic and logic operators; selection structures; repetition structures; text files; arrays (one-and-two dimensional); procedural abstraction and software design; modular programming (including subprograms or the equivalent).

**CSCI 1302 - PRINCIPLES OF COMPUTER SCIENCE II (4)**

Prerequisite: CSCI 1301 with a "C" or better.

The course continues the introduction of the fundamental principles of computer science from CSCI 1301. It includes an overview of abstract data types (ADTs); arrays (multi-dimensional) and records; sets and strings; binary files; searching and sorting; introductory algorithm analysis (including Big-O); recursion; pointers and linked lists; software engineering concepts; dynamic data structures (stacks, queues, trees).

**CSCI 2660 - COMPUTER ORGANIZATION AND PROGRAMMING (3)**

Prerequisite: CSCI 1302 with a "C" or better.

This course provides the student with an overview of information organization, structure, and computer system organization. Topics include computer organization, assembly systems, internal data structures, and programming techniques in assembly language.

**CSCI 2800 – CAPSTONE PROJECT (1-3)**

Prerequisites: Sophomore standing, completion of two sequential programming courses with a “C” or better, and approval of project proposal by department chair. This is a sophomore-level capstone project applying the theories, tools, and techniques of computer science designed to provide the skills needed to find employment. A full-time faculty project advisor must approve the project proposal. The project will address three areas: analysis of an actual industry problem, proposed solution for the problem, and implementation of the solution. Collaboration with industry is required. Credit hours will be determined as follows: one hour for problem analysis, two hours for problem analysis and problem solution, and three hours for completion of all three areas of the project. A written technical report and oral presentation to faculty and students are required to complete the course.

**CSCI 2900 – SELECTED TOPICS (3)**

Prerequisite: Sophomore standing and CSCI 1301 with a “C” or better, or permission of the instructor and department chair. Special Topics allows courses on specific topics of timely interest to the computer science profession to be selected by the department and offered on a demand basis. Students interested in this course should contact the Computer Science department for detailed information on upcoming offerings.

**Dental Hygiene (DHYG)****DHYG 1901 - DENTAL HYGIENE I (3)**

Prerequisites: BIOL 1612 and BIOL 1612L, each with a “C” or better.

Co-requisite: DHYG 1911.

This course provides an introduction to the basic theories and techniques fundamental to dental hygiene practice including an overview of the profession, orientation to the clinical facility, prevention of disease transmission, the comprehensive health history, the intraoral and extraoral examination, vital signs, characteristics of normal gingiva and the periodontia, hard and soft deposits, dental caries, stains, polishing, charting, oral hygiene methods and aids, occlusion, fluorides, and topical agents.

**DHYG 1902 - DENTAL HYGIENE II (2)**

Prerequisite: DHYG 1901 with a “C” or better.

Co-requisite: DHYG 1912.

This course is a continuation of the fundamental theories and techniques of DHYG 1901. In addition, it focuses on office emergencies, instrument sharpening, oral hygiene methods and aids, dental hygiene care for special needs patients, ultrasonics, antimicrobials, periodontal debridement, periodontal assessment and diagnosis, and treatment planning, implementation, and evaluation.

**DHYG 1903 - DENTAL HYGIENE III (1)**

Prerequisite: DHYG 1902 with a “C” or better.

Co-requisite: DHYG 1913.

This course is a continuation of the fundamental theories and techniques in DHYG 1902. In addition, it focuses on treatment care plans, advanced instrumentation, and dental hygiene care for special needs patients.

**DHYG 1911 - CLINICAL DENTAL HYGIENE I (2)**

Prerequisites: BIOL 1612 and BIOL 1612L, each with a “C” or better.

Co-requisite: DHYG 1901.

This is the laboratory to accompany DHYG 1901.

Additional topics include patient and operator positions and dental hygiene instrumentation.

**DHYG 1912 - CLINICAL DENTAL HYGIENE II (3)**

Prerequisite: DHYG 1911 with a “C” or better.

Co-requisite: DHYG 1902.

This is the laboratory to accompany DHYG 1902.

Direct patient care is initiated.

**DHYG 1913 - CLINICAL DENTAL HYGIENE III (2)**

Prerequisite: DHYG 1912 with a “C” or better.

Co-requisite: DHYG 1903.

Students are involved in direct patient care with emphasis on periodontally involved patients. In addition, students will rotate through dental materials minilab sessions in which they will manipulate various dental materials in a clinical setting.

**DHYG 1921 - DENTAL TISSUES (4)**

Prerequisites: BIOL 1612 and BIOL 1612L, each with a “C” or better.

Co-requisite: DHYG 1923.

This course is a study of the embryological and histological development of the face, oral cavity, and the primary and permanent dentitions. The anatomy and functions of the primary and permanent dentitions and their supporting structures and the anatomy of the head and neck will be included. Instructional topics are enhanced through laboratory experiences.

**DHYG 1923 - DENTAL RADIOLOGY (2)**

Prerequisites: BIOL 1612 and BIOL 1612L, each with a “C” or better.

Co-requisite: DHYG 1921.

This course is a study of the principles of ionizing radiation, the principles and techniques of intraoral and extraoral radiography, interpretation of dental radiographs, and environmental safety measures. Instructional topics are enhanced through laboratory experiences.

**DHYG 1925 - ORAL PATHOLOGY (4)**

Prerequisites: BIOL 1913, BIOL 1913L, and DHYG 1921, each with a "C" or better.

This course is a study of the principles of general and oral pathology in relationship to the manifestation of diseases in the oral cavity, to include the teeth, soft tissues, and supporting structures. Special emphasis will be placed on the inflammatory response as it relates to periodontal disease: the histopathogenesis, etiologies, classification, and treatments of the disease with emphasis on the role of the dental hygienist and early recognition.

**DHYG 1927 - DENTAL MATERIALS (1)**

Prerequisite: CHEM 1951 with a "C" or better.

Co-requisite: DHYG 1913.

This course is a study of the properties and materials used in dentistry.

**DHYG 2901 - DENTAL HYGIENE IV (2)**

Prerequisite: DHYG 1903 with a "C" or better.

Co-requisite: DHYG 2911.

This is a modular course in which students are introduced to nutrition and its relationship to general and oral health with an emphasis on oral preventive measures; a continuation of planning and assessing oral health treatment for special needs patients; and a study of the behavioral foundations of communication skills and learning theory related to the dental hygiene process.

**DHYG 2902 - DENTAL HYGIENE V (1)**

Prerequisite: DHYG 2901 with a "C" or better.

Co-requisite: DHYG 2912.

This is a modular course offering students a study in jurisprudence and ethics relating to the practice of dentistry and dental hygiene; a review of dental office practice management and maintenance; an application grid of professional and personal management of self for employment; a review of dental hygiene professional associations and career alternatives; also, an enhancement of instructional topics presented in DHYG 2921 through the development and delivery of dental health educational programs to various groups in the community and through field experiences.

**DHYG 2911 - CLINICAL DENTAL HYGIENE IV (3)**

Prerequisite: DHYG 1913 with a "C" or better.

Co-requisite: DHYG 2901.

This course involves students in direct patient care at the campus clinic, where emphasis is placed on identifying, planning, and assessing clinical treatment. Enrichment clinical and laboratory rotations are provided at off-campus facilities.

**DHYG 2912 - CLINICAL DENTAL HYGIENE V (4)**

Prerequisite: DHYG 2911 with a "C" or better.

Co-requisite: DHYG 2902.

This course is a study in direct patient care offered at the campus clinic, allowing for mastery of dental hygiene skills and appointment management. Enrichment clinical rotations are provided at off-campus facilities.

**DHYG 2921 - PUBLIC HEALTH (3)**

Prerequisite: ATEC 1203.

This course is a survey of the methods of epidemiology used to determine the dental health of a community and an explanation of program planning to promote dental health through prevention and education. Critical review of dental research includes basic statistical methods.

**DHYG 2923 - DENTAL PHARMACOLOGY AND ANESTHESIOLOGY (2)**

Prerequisite: DHYG 1925 with a "C" or better.

This course is a study of the properties, dosage, and effects of therapeutic drugs, analgesics, and anesthetics with emphasis placed on pharmacological agents used in dentistry and office emergencies.

**Drama (DRMA)**

**Drama Majors Advisement Alert:** Because of the sequential nature of many of the Fine Arts courses, students must meet during their first semester at Georgia Perimeter College with a Fine Arts advisor on the Clarkston Campus to plan their course of study. Fine Arts majors need to start their major area courses in their first semester in order to complete the two-year sequence.

The Drama Program at the College is designed for students wishing to pursue a career in theatrically-related professions by meeting the freshman and sophomore drama requirements established by most four-year schools. Students who complete the recommended transfer drama curriculum will be prepared to enter as juniors and meet the lower-division requirements for drama majors at most institutions.

The College Drama Program offers its students the opportunity to put the skills they have learned in class to practical use, both as performers and as technicians, in a variety of theatrical productions, thereby gaining experience for artistic growth and resume building. It is widely recognized that drama majors at the College are offered more theatrical experience at the freshman and sophomore levels than at most senior colleges or universities.

**DRMA 1301 - INTRODUCTION TO THEATRE (3)**

The course is a survey of theatre from fifth century B.C. Greece through the twentieth century. The history, playwrights, literature, and styles of the major periods of theatre are included. Various aspects of play production and the importance of theatre as an art form and cultural force are treated.

**DRMA 1603 - INTRODUCTION TO ACTING (3)**

The fundamentals of acting technique are introduced, including an actor's approach to a role, pantomime, and improvisation. Assignments include preparation of scenes from plays. This is a lecture-laboratory course.

**DRMA 1604 - INTERMEDIATE ACTING (3)**

Prerequisite: DRMA 1603.

This course is a continuation of DRMA 1603 with emphasis on an actor's approach to a role, characterization, styles of acting, and vocal technique. Assignments include presentation of scenes from period and modern plays.

**DRMA 1607 - STAGECRAFT (3)**

The fundamentals of scene design, set construction, painting, lighting, costuming, and backstage organization are emphasized. Practical work in the stage shop or in College theatre facilities is required.

**DRMA 1701 - THEATRE PRACTICUM (1)**

Practical work on productions in the areas of acting, stage management, lighting, sound, set construction, costuming, props, and make-up is provided. One hour of practicum may be taken each semester for four semesters.

**DRMA 2611 - DIRECTING (3)**

Prerequisite: DRMA 1603.

Emphasis is placed on the fundamentals of play directing, interpreting the script, blocking the play, pacing, polishing the show, and working with the actor. One-act plays are prepared for class and public presentation.

**DRMA 2613 - THEATRE WORKSHOP (3)**

Prerequisite: Permission of the department chair.

This course is designed to offer the student practical theatre experiences working with a major project. Individualized instruction is provided according to the student's area of specialization.

**Economics (ECON)****ECON 2105 - PRINCIPLES OF MACROECONOMICS (3)**

Prerequisite: Exit or exemption from Learning Support reading or ENSL 0090 with a "C" or better. This is an introductory course in macroeconomics. It introduces students to concepts that will enable them to understand and analyze economic aggregate and evaluate economic policies. The areas of fiscal policy, monetary policy, social goals, monetary systems, national income, employment, inflation, and economic growth are included.

**ECON 2106 - PRINCIPLES OF MICROECONOMICS (3)**

Prerequisite: Exit or exemption from Learning Support reading or ENSL 0090 with a "C" or better. This is an introductory course in microeconomics. It introduces students to concepts that will enable them to understand and analyze structure and performance of the market economy. The areas of price elasticity, market structures, product and factor pricing, less-developed countries, and comparative economic systems are included.

**Education (EDUC)****EDUC 1603 - FOUNDATIONS OF EDUCATION (3)**

Prerequisite: Exit or exemption from Learning Support reading or ENSL 0090 with a "C" or better. The course provides an overview of the field of education and sets forth the historical, psychological, sociological, and philosophical foundations of education. A main component of the course entails a mandatory 20-hour field experience at a local area school. In addition, the course affords an up-to-date assessment of job opportunities, "shortages and surpluses," in the various levels and specialties in education as well as information concerning the Praxis I exam.

**EDUC 2600 - INTRODUCTION TO EXCEPTIONAL CHILDREN (3)**

Prerequisite: EDUC 1603.

An introductory course that focuses on the identification and accommodation of students with exceptionalities in the regular classroom, including characteristics, causes, and possible impacts. Topics include legal requirements, ethical implications, pre-referral and referral procedures, education strategies, assistive technologies, collaboration between regular and special educators, family involvement, and current issues of teaching exceptional individuals in the regular classroom.

## Engineering (ENGR)

### ENGR 1011 - INTRODUCTION TO AUTOCAD (4)

Prerequisite: Prior instruction or practice in engineering graphics.

This is the first of a two-course sequence that offers hands-on instruction in the use of drawing, editing, and utility commands of AutoCAD for Windows to produce two-dimensional drawings. Prior knowledge is assumed to read and produce orthographic, isometric, and other forms of pictorial representations using traditional tools.

### ENGR 1012 - INTERMEDIATE AUTOCAD (4)

Prerequisite: ENGR 1011 or permission of the department chair.

This is the second of a two-course sequence that continues the review of basic commands of AutoCAD for Windows to produce two-dimensional drawings. This course provides hands-on instruction in using this industry-standard software to create three-dimensional engineering drawings and solid modeling.

### ENGR 1603 - INTRODUCTION TO ENGINEERING (3)

Prerequisite or Co-requisite: MATH 1113.

This course provides students with an overview of various engineering disciplines to assist them in making well-informed career choices in the profession. Key topics include exploring the nature of the field and career opportunities in civil, chemical, electrical, mechanical, and other major disciplines; tools of technical communication; recording and analyzing data; dimensional analysis; computational techniques of approximate solutions; and basic statistical tools for quality control.

### ENGR 1608 - ENGINEERING GRAPHICS AND DESIGN (4)

Prerequisite: MATH 1113 with a "C" or better.

This course introduces the principles of computer-assisted graphics and engineering design with emphasis on the fundamentals of the design process. The course integrates basic techniques of creating multi-view drawings and other forms of pictorial representation of freehand rendering and computer graphics using industry-standard software. Orthographic projection, auxiliary and section views, dimensioning and tolerancing practices, and industrial manufacturing processes are presented.

### ENGR 2605 - STATICS (3)

Prerequisites: PHYS 2211 and PHYS 2211L.

Prerequisite or Co-requisite: MATH 2432.

The principles of statics in two and three dimensions

are covered. Other topics are internal forces in trusses, frames, machines, and continuous beams, dry friction, and centroids or centers of mass of curves, areas, and volumes.

### ENGR 2606 - DYNAMICS (3)

Prerequisite: ENGR 2605.

Topics of study include kinematics and kinetics of rigid bodies in plane motion.

## English (ENGL)

### ENGL 0098 - BASIC COMPOSITION (4)

This course is an introductory study of the essay, emphasizing idea generation, paragraph development, and effective sentence construction. The course includes a one-hour-per-week laboratory component for more individualized instruction.

### ENGL 0099 - PRE-COLLEGE COMPOSITION (4)

Prerequisite: ENGL 0098 with a "C" or better or appropriate placement.

This is a course in the writing of essays, with particular attention given to expanding the paragraph into the essay, ordering ideas, and using transitional devices. Emphasis is given to grammar and usage within the composition. This course includes a one-hour-per-week laboratory component for more individualized instruction.

### ENGL 1101 - ENGLISH COMPOSITION I (3)

Prerequisites: Exit or exemption from Learning Support English, reading, and ESL requirements.

This course focuses on skills required for effective writing in a variety of contexts, with emphasis on exposition, analysis, and argumentation, and also including introductory use of a variety of research skills. Some sections of this course are taught with computer assistance in classrooms equipped with personal computers. Keyboarding experience will be useful but is not required.

### ENGL 1101E - ENGLISH COMPOSITION I (ESL) (3)

Prerequisites: Exit or exemption from Learning Support English, reading, and ESL requirements.

This course focuses on skills required for effective writing in a variety of contexts, with emphasis on exposition, analysis, and argumentation, and also including introductory use of a variety of research skills. Some sections of this course are taught with computer assistance in classrooms equipped with personal computers. Keyboarding experience will be useful but is not required.

**ENGL 1101H - ENGLISH COMPOSITION I (HONORS) (3)**

Prerequisite: Acceptance into the Honors Program.  
This course is ENGL 1101 for honors students.

**ENGL 1102 - ENGLISH COMPOSITION II (3)**

Prerequisite: ENGL 1101 or ENGL 1101H with a "C" or better.

This course develops writing skills beyond the levels of proficiency required by ENGL 1101, emphasizes interpretation and evaluation, and incorporates more advanced research methods. A research paper is required. Some sections of this course are taught with computer assistance in classrooms equipped with personal computers. Keyboarding experience will be useful but is not required.

**ENGL 1102H - ENGLISH COMPOSITION II (HONORS) (3)**

Prerequisites: ENGL 1101 or ENGL 1101H with a "C" or better and acceptance into the Honors Program.

This course is ENGL 1102 for honors students.

**ENGL 2111 - WORLD LITERATURE I (3)**  
(formerly ENGL 2303)

Prerequisite: ENGL 1102 or ENGL 1102H with a "C" or better.

This course offers a survey of world literature including the ancient world, classical Greece and Rome, the Middle Ages, and the Renaissance.

**ENGL 2111H - WORLD LITERATURE I (HONORS) (3)**

(formerly ENGL 2303H)

Prerequisites: ENGL 1102 or ENGL 1102H with a "C" or better and acceptance into the Honors Program.

This course is ENGL 2111 (2303) for honors students.

**ENGL 2112 - WORLD LITERATURE II (3)**  
(formerly ENGL 2305)

Prerequisite: ENGL 1102 or ENGL 1102H with a "C" or better.

This course offers a survey of world literature from the Age of Reason through the twentieth century.

**ENGL 2112H - WORLD LITERATURE II (HONORS) (3)**

(formerly ENGL 2305H)

Prerequisites: ENGL 1102 or ENGL 1102H with a "C" or better and acceptance into the Honors Program.

This course is ENGL 2112 (2305) for honors students.

**ENGL 2121 - BRITISH LITERATURE I (3)**  
(formerly ENGL 2320)

Prerequisite: ENGL 1102 or ENGL 1102H with a "C" or better.

This course considers British literature from the Anglo-Saxon epic through the Age of Reason.

**ENGL 2121H - BRITISH LITERATURE I (HONORS) (3)**

(formerly ENGL 2320H)

Prerequisites: ENGL 1102 or ENGL 1102H with a "C" or better and acceptance into the Honors Program.  
This course is ENGL 2121 (2320) for honors students.

**ENGL 2122 - BRITISH LITERATURE II (3)**  
(formerly ENGL 2322)

Prerequisite: ENGL 1102 or ENGL 1102H with a "C" or better.

Students are introduced to British literature from the Romantic Period through the twentieth century.

**ENGL 2122H - BRITISH LITERATURE II (HONORS) (3)**

(formerly ENGL 2322H)

Prerequisites: ENGL 1102 or ENGL 1102H with a "C" or better and acceptance into the Honors Program.  
This course is ENGL 2122 (2322) for honors students.

**ENGL 2131 - AMERICAN LITERATURE I (3)**  
(formerly ENGL 2310)

Prerequisite: ENGL 1102 or ENGL 1102H with a "C" or better.

Students consider the literature of the United States from its beginning to the late nineteenth century.

**ENGL 2131H - AMERICAN LITERATURE I (HONORS) (3)**

(formerly ENGL 2310H)

Prerequisites: ENGL 1102 or ENGL 1102H with a "C" or better and acceptance into the Honors Program.

This course is ENGL 2131 (2310) for honors students.

**ENGL 2132 - AMERICAN LITERATURE II (3)**  
(formerly ENGL 2312)

Prerequisite: ENGL 1102 or ENGL 1102H with a "C" or better.

Students consider the literature of the United States from American Realism to the present.

**ENGL 2132H - AMERICAN LITERATURE II (HONORS) (3)**

(formerly ENGL 2312H)

Prerequisites: ENGL 1102 or ENGL 1102H with a "C" or better and acceptance into the Honors Program.

This course is ENGL 2132 (2312) for honors students.



**ENGL 2600 - CREATIVE WRITING (3)**

Prerequisites: Exit or exemption from Learning Support English, reading, and ESL requirements. Focusing on the writing of original fiction and poetry, this course may also consider drama and creative non-fiction. Workshop sessions, contemporary performances, and representative readings in a variety of genres and publications are included.

**English As A Second Language (ENSL)**

Non-native speakers of English must enroll in appropriate ENSL courses or test out of ENSL requirements before registering for their first semester at the College. Students are placed in ENSL courses according to their scores on the ENSL Placement Test. Students who need to take ENSL courses first must register for all required ENSL or Learning Support courses before registering for other courses.

**ENSL 0070 - INTEGRATED SKILLS I (4)**

Prerequisite: Placement by appropriate examination. Students use intermediate-level ESL materials as they develop communication skills with an emphasis on reading and writing in English as a second language.

**ENSL 0071 - APPLIED GRAMMAR I (3)**

Prerequisite: Previous knowledge of English required as demonstrated by examination. Students develop grammar skills at the low-intermediate level in the context of their own writing and by analyzing reading passages. Parts of speech, verb tenses, subject-verb agreement, and basic sentence structure will be emphasized.

**ENSL 0072 - ACADEMIC COMMUNICATION SKILLS I (3)**

Prerequisite: Previous knowledge of English required as demonstrated by examination. Speaking and listening skills are developed at the low-intermediate level. Listening comprehension, pronunciation, and presentation skills are emphasized.

**ENSL 0080 - INTEGRATED SKILLS II (4)**

Prerequisite: ENSL 0070 with a "C" or better or appropriate placement. Intermediate-level students use pre-college materials as they develop academic communication skills with an emphasis on reading and writing. They demonstrate understanding and respond critically to these materials in writing, including reports and compositions.

**ENSL 0081 - APPLIED GRAMMAR II (3)**

Prerequisite: ENSL 0071 with a "C" or better or appropriate placement. Intermediate-level students develop grammar skills in

the context of writing compositions and analyzing reading passages. Punctuation, usage, and linguistic concerns of non-native English speakers are emphasized.

**ENSL 0082 - ACADEMIC COMMUNICATION SKILLS II (3)**

Prerequisite: ENSL 0072 with a "C" or better or appropriate placement. Speaking and listening skills are developed at the intermediate level. Listening comprehension, note-taking, pronunciation, and presentation skills are emphasized.

**ENSL 0090 - ACADEMIC ENGLISH (6)**

Prerequisite: ENSL 0080 with a "C" or better or appropriate placement. Students use college-level materials as they develop the reading, writing, speaking, and listening skills they will use in their academic work. They demonstrate understanding and respond critically to these materials in speech and writing, including reports, essays, and a short documented paper.

**ENSL 0095 - WRITING WORKSHOP (3)**

Prerequisites: ENSL 0090 with a "C" or better and failure to exit the ESL program. Students review and refine organizational and editing skills and improve their application of grammar while writing and reading essays.

**Environmental Sciences (ENVS)****ENVS 1401 - ENVIRONMENTAL SCIENCE (3)**

Prerequisite: Exit or exemption from all Learning Support or ESL requirements. This is a non-laboratory science course designed to investigate the role of humans in their environment. Students develop a knowledge base about their biological and physical environment. This information leads to exploration of human dependence on, technological control over, and interactions with the environment. Emphasis is placed on sustaining resources and making informed choices concerning environmental issues.

**Film (FILM)****FILM 1301 - FILM APPRECIATION (3)**

The course is an introduction to film history and aesthetics and an analysis of film as an art form.

## Fire Management (FIRE)

### **FIRE 1090 - SPECIAL TOPICS IN FIRE MANAGEMENT (3)**

Topics or areas of professional interest within the fire management field will be explored. These offerings will vary from semester to semester, depending upon the needs of the students and the community, along with future development of the program.

### **FIRE 1902 - INTRODUCTION TO FIRE PREVENTION AND SUPPRESSION (3)**

This course introduces the history of fire protection, prevention, and suppression. It includes an introduction to agencies and legal codes involved in fire protection and prevention; a survey of emergency operation organizations; the elements of fire ground tactics and strategy; and building designs and construction, hazardous materials, and extinguishing apparatus.

### **FIRE 1904 - INSPECTION PRINCIPLES (3)**

This course is an exploration of basic principles involved in fire prevention and code enforcement practices. In fire prevention the emphasis is placed on each specific occupancy type to include building design and construction, plans and review, and the development of a systematic inspection program. State laws and modifications to adopted legal codes are discussed to ensure uniformity in the state minimum standards. Adoption and code enforcement are explained from a standpoint of jurisdictions having executive powers.

### **FIRE 1906 - INDUSTRIAL FIRE PROTECTION (3)**

This course places emphasis on the study of detection, alarm, standpipe, sprinkler, and special extinguishing systems. It also includes interfacing and training of industrial fire brigades and public fire protection.

### **FIRE 1908 - INSTRUCTIONAL TECHNIQUES (3)**

This course examines a variety of learning concepts emphasizing the psychology of learning and instructor roles and responsibilities. Special practical considerations are addressed in the areas of training, goal assessment and development, lesson plan development, course delivery techniques, evaluation procedures, and record and reporting systems utilized in producing and maintaining training programs.

### **FIRE 1911 - FIRE DEPARTMENT MANAGEMENT (3)**

This course places emphasis on organizational and management techniques used in fire services today.

The types, methods, and principles of fire department management, both formal and informal, line, and staff are considered. Proper communications skills for personnel interactions are also examined. Private sector management is addressed to contrast the best management practices for the size, type, and purpose of the organization.

### **FIRE 1916 - EMERGENCY RESCUE OPERATIONS (3)**

This course explores the underlying basic science, recognizable conditions and symptoms, and emergency management of the sick and injured. It includes control of hemorrhage, cardiopulmonary resuscitation, fractures, burns, poisoning by drugs, chemicals, gases, snake and insect bites, childbirth, and transportation of the sick and injured.

### **FIRE 1961 - FIRE SERVICE SAFETY AND LOSS CONTROL (3)**

This course introduces students to fire service injury and loss prevention. Topics include a survey of fire deaths and injuries, physical fitness, training, station activities, emergency scene activities, post-incident activities, accident loss and analysis, safety officers, employee assistant programs, protective clothing and equipment, insurance, and a review of applicable laws and standards including NFPA 1500.

### **FIRE 2901 - FIREFIGHTING TACTICS AND STRATEGY (3)**

This course is designed to include efficient and effective utilization of staffing, equipment, and apparatus, basic techniques of tactical priorities, life safety, fire control, and property conservation. Strategy and tactics are discussed in reference to company operations and command-level operations.

### **FIRE 2903 - AIRCRAFT FIRE PROTECTION SAFETY (3)**

This course is a study of aircraft fire protection and safety including types of aircraft, engines, fuels and fuel systems, hydraulic, electrical and oxygen systems, on-board extinguishing systems, fire fighting and rescue apparatus, extinguishing agents, cargo and pre-fire planning.

### **FIRE 2905 - FIRE CAUSES INVESTIGATIONS (3)**

This course reviews cause and origin, determination techniques, evidence gathering, methods, record and report requirements as well as the legal aspects of fire investigation. Technology used in cause and origin investigation is also studied.

**FIRE 2907 - INCIDENT COMMAND (3)**

This course is designed to include efficient and effective utilization of command concepts. Course discussion includes blending task functions with command functions. Emphasis is placed on effective management systems for emergency incidents at all levels of command.

**FIRE 2911 - FIREFIGHTERS' HYDRAULICS (3)**

This course is an application of the laws of mathematics and physics to properties of fluid states, force, pressure and flow velocities, study of water sources and distribution systems. Emphasis is placed on applying principles of hydraulics to solving fire ground problems.

**FIRE 2913 - CHEMISTRY OF HAZARDOUS MATERIALS (3)**

Prerequisites: CHEM 1151 and CHEM 1151L.

This course is a study of chemical characteristics and reactions related to storage, transportation, and handling of such hazardous materials as flammable liquids, combustible solids, oxidizing and corrosive materials, and radioactive compounds. Emphasis is placed on fire fighting techniques and control of spills in emergency situations. The course includes specialized protective equipment and monitoring devices.

**FIRE 2915 - BUILDING CONSTRUCTION AND FIREFIGHTER SAFETY (3)**

This course examines the effects that fire, heat, and fire suppression operations have on various types of building construction. Emphasis is placed on loss of structural integrity and signs and symptoms of structural damage relating to firefighter safety.

**French (FREN)****FREN 1001 - ELEMENTARY FRENCH I (3)**

The goal of this course is to present grammar and vocabulary in a controlled, step-by-step manner, using the French language as the medium of instruction. Emphasis is on conversational interchange between the student and instructor and among students themselves. Vocabulary is taught in context, and French culture is interwoven in vocabulary study, dialogues, readings, and discussion topics.

**FREN 1002 - ELEMENTARY FRENCH II (3)**

Prerequisite: FREN 1001 or permission of the department chair.

This course is a continuation of FREN 1001 with further study of the culture of French-speaking regions.

**FREN 2001 - INTERMEDIATE FRENCH I (3)**

Prerequisite: FREN 1002 or permission of the department chair.

This course continues the material in Elementary French, introducing more complex, finer points of grammar, expanding vocabulary, and requiring reading of a more demanding linguistic nature.

**FREN 2002 - INTERMEDIATE FRENCH II (3)**

Prerequisite: FREN 2001 or permission of the department chair.

This course continues and completes the material in FREN 2001.

**FREN 2610 - COMPOSITION AND CONVERSATION (3)**

Prerequisite: FREN 2002 or permission of the department chair.

Based on grammar review and vocabulary acquisition, this course provides intensive training in accurate expression in both the spoken and the written language.

**FREN 2612 - READING COMPREHENSION AND ANALYSIS (3)**

Prerequisite: FREN 2002 or permission of the department chair.

Students receive practice in the comprehension of written French and an introduction to critical interpretation using basic techniques of literary analysis.

**Geography (GEOG)****GEOG 1101 - INTRODUCTION TO HUMAN GEOGRAPHY (3)**

Prerequisite: Exit or exemption from Learning Support reading or ENSL 0090 with a "C" or better. This course is a survey of global patterns of resources, population, culture, and economic systems. Emphasis is placed upon the factors contributing to these patterns and the distinctions between the technologically advanced and less advanced regions of the world.

**Geology (GEOL)****GEOL 1121 - PHYSICAL GEOLOGY (3)**

Prerequisite: Exit or exemption from all Learning Support and ESL requirements.

This course is the study of the earth and the processes that shape it. The course offers an overview of plate tectonics, volcanism, earthquakes, mountain building, weathering, erosion, soil, origin of minerals and rocks, and water and energy resources. A field trip is optional.

**GEOL 1122 - HISTORICAL GEOLOGY (3)**

Prerequisite: Exit or exemption from all Learning Support and ESL requirements.

This course is the study of the history of earth and life through time. It provides an overview of evolution, fossils, dinosaurs, geologic time, radiometric dating, origin of the earth, environments, and the geologic history of North America. The field trip is optional.

**GEOL 1421 - PHYSICAL GEOLOGY (3)**

Prerequisite: Exit or exemption from all Learning Support and ESL requirements.

Co-requisite: GEOL 1421L.

This course is GEOL 1121 with a laboratory component.

**GEOL 1421L - PHYSICAL GEOLOGY LABORATORY (1)**

Co-requisite: GEOL 1421.

This is a laboratory to accompany GEOL 1421. The laboratory provides practical experience in identifying common rocks and minerals, examination of aerial photos and satellite images, and in reading topographic and geologic maps.

**GEOL 1422 - HISTORICAL GEOLOGY (3)**

Prerequisite: Exit or exemption from all Learning Support and ESL requirements.

Co-requisite: GEOL 1422L.

This course is GEOL 1122 with a laboratory component.

**GEOL 1422L - HISTORICAL GEOLOGY LABORATORY (1)**

Co-requisite: GEOL 1422.

This is the laboratory to accompany GEOL 1422. The laboratory provides practical experience in studying sedimentary rocks to interpret depositional processes and environments, examination of fossils and their use in age determinations, correlation of rock units, interpreting geologic history from maps, and the regional geology of North America.

**GEOL 2650K - EARTH & SPACE SCIENCE FOR MIDDLE SCHOOL TEACHERS (4)**

Prerequisites: Exit or exemption from all Learning Support and ESL requirements and EDUC 1603, or students with degrees.

This course covers basic principles from the fields of Geology, Astronomy, Oceanography, and Meteorology including map interpretation, minerals and rocks, processes acting at the Earth's surface and within the Earth, plate tectonics, geologic time and dating, composition and motions of the Earth, solar system, phases of the moon, origin and life cycles of stars, galaxies,

water movements, ocean floor, weather and climate. Laboratory exercises supplement the lecture material. This course does not meet program of study requirements for the associate's degree in teacher education.

**German (GRMN)****GRMN 1001 - ELEMENTARY GERMAN I (3)**

This course introduces the student to spoken and written German, emphasizing the basic grammar and vocabulary of everyday speech. The four skills—listening, speaking, reading, and writing—are developed simultaneously. Some aspects of everyday life in the German-speaking world are also introduced.

**GRMN 1002 - ELEMENTARY GERMAN II (3)**

Prerequisite: GRMN 1001 or permission of the department chair.

This course continues the work begun in GRMN 1001, building upon grammatical structures and vocabulary acquired.

**GRMN 2001 - INTERMEDIATE GERMAN I (3)**

Prerequisite: GRMN 1002 or permission of the department chair.

This course completes the study of basic German grammar and vocabulary while introducing reading of a linguistically more challenging nature.

**GRMN 2002 - INTERMEDIATE GERMAN II (3)**

Prerequisite: GRMN 2001 or permission of the department chair.

This course focuses on a review of the grammar studied in GRMN 1001, GRMN 1002, and GRMN 2001 as well as on developing more facility with the reading skill.

**GRMN 2610 - COMPOSITION AND CONVERSATION (3)**

Prerequisite: GRMN 2002 or permission of the department chair.

This course offers intensive training in accurate expression in both the spoken and the written language, based on grammar review and vocabulary acquisition.

**GRMN 2612 - READING COMPREHENSION AND ANALYSIS (3)**

Prerequisite: GRMN 2002 or permission of the department chair.

This course offers practice in comprehension of written German and an introduction to critical interpretation using basic techniques of literary analysis.

## Higher Education Seminars (HEDS)

### HEDS 1011 - GUIDE TO COLLEGE SUCCESS (2)

With classes often conducted in a seminar format, this course provides an introduction to important academic skills in higher education. Though primarily designed to enhance the academic and social integration of first-year and returning students, it can be beneficial for all students. This course assists students' adjustment to college, increasing their understanding of the learning process, and helps develop the study skills that will enhance academic performance. The course is required for students who place into two Learning Support courses at the lowest level (READ 0097, ENGL 0098, or MATH 0097).

## History (HIST)

### HIST 1111 - A SURVEY OF WORLD HISTORY TO EARLY MODERN TIMES (1500) (3) (formerly HIST 1501)

Prerequisite: Exit or exemption from Learning Support reading or ENSL 0090 with a "C" or better. This course focuses on the key political, intellectual, scientific, social, economic, and cultural changes that occurred in world civilization from the prehistoric era to 1500 AD.

### HIST 1111H - A SURVEY OF WORLD HISTORY TO EARLY MODERN TIMES (1500) (HONORS) (3) (formerly HIST 1501H)

Prerequisite: Acceptance into the Honors Program. This course is HIST 1111 (1501) for honors students.

### HIST 1112 - A SURVEY OF WORLD HISTORY FROM EARLY MODERN TIMES (1500 TO THE PRESENT) (3) (formerly HIST 1503)

Prerequisite: Exit or exemption from Learning Support reading or ENSL 0090 with a "C" or better. This course focuses on the key political, intellectual, scientific, social, economic, and cultural changes that occurred in world civilization from 1500 to the present.

### HIST 1112H - A SURVEY OF WORLD HISTORY FROM EARLY MODERN TIMES (1500 TO THE PRESENT) (HONORS) (3) (formerly HIST 1503H)

Prerequisite: Acceptance into the Honors Program. This course is HIST 1112 (1503) for honors students.

### HIST 2111 - UNITED STATES HISTORY I (3)

Prerequisite: Exit or exemption from Learning Support reading or ENSL 0090 with a "C" or better. This course is a survey of the intellectual, social, cul-

tural, political, economic and diplomatic history of the United States, 1492-1865, with an emphasis on the evolution of American institutions and values.

### HIST 2111H - UNITED STATES HISTORY I (HONORS) (3)

Prerequisite: Acceptance into the Honors Program. This course is HIST 2111 for honors students.

### HIST 2112 - UNITED STATES HISTORY II (3)

Prerequisite: Exit or exemption from Learning Support reading or ENSL 0090 with a "C" or better. This course is a survey of the intellectual, social, cultural, political, economic and diplomatic history of the United States from 1865 to the present, with emphasis on the evolution of American institutions and values.

### HIST 2112H - UNITED STATES HISTORY II (HONORS) (3)

Prerequisite: Acceptance into the Honors Program. This course is HIST 2112 for honors students.

## Humanities (HUMN)

### HUMN 1301 - HUMANITIES THROUGH THE ARTS (3)

Prerequisites: Exit or exemption from Learning Support English, reading, and ESL requirements. This course approaches the humanities through a study of seven major art forms: film, drama, music, literature, painting, sculpture, and architecture. Each of these arts is considered from the perspective of historical development, the elements used in creating the art, meaning and form expressed, and criticism or critical evaluation.

### HUMN 1303 - AESTHETIC EXPRESSIONS OF WESTERN CULTURE I (3)

Prerequisites: Exit or exemption from Learning Support English, reading, and ESL requirements. This course offers a comprehensive appreciation of the humanities—art, music, and literature—that attempts to give the four-year transfer student a structured, in-depth approach to the entire artistic heritage of the Western world. It covers cultural activities from the beginnings of civilization to the Renaissance. Visits to cultural centers in the community may be included.

### HUMN 1305 - AESTHETIC EXPRESSIONS OF WESTERN CULTURE II (3)

Prerequisites: Exit or exemption from Learning Support English, reading, and ESL requirements. This course is similar to HUMN 1303, covering the period from the Renaissance through the twentieth century. Visits to cultural centers in the community may be included.

## International Studies (INST)

### INST 1011 - INTERNATIONAL STUDY I (1-3)

This course is for students studying abroad in credit study abroad programs. Department chair's or Academic Dean's approval is required before students may use this course as part of their degree program requirements.

### INST 1012 - INTERNATIONAL STUDY II (1-3)

This course is for students studying abroad in credit study abroad programs. Department chair's or Academic Dean's approval is required before students may use this course as part of their degree program requirements.

### INST 2011 - INTERNATIONAL STUDY III (1-3)

This course is for students studying abroad in credit study abroad programs. Department chair's or Academic Dean's approval is required before students may use this course as part of their degree program requirements.

### INST 2012 - INTERNATIONAL STUDY IV (1-3)

This course is for students studying abroad in credit study abroad programs. Department chair's or Academic Dean's approval is required before students may use this course as part of their degree program requirements.

## Sign Language Interpreting (INTP)

### INTP 1904 - AMERICAN SIGN LANGUAGE I (3)

Prerequisites: Visual acuity to discriminate signs at a distance of up to 30 feet. Physical dexterity to accurately reproduce signs demonstrated.

This course focuses on everyday communication and interaction in American Sign Language (ASL).

Topics include giving information, making requests, expressing likes and dislikes, and describing people and places. Grammar and vocabulary are presented in context using ASL as the language of instruction. Students participate in a variety of activities to build language skills and learn about deaf culture.

### INTP 1905 - AMERICAN SIGN LANGUAGE II (3)

Prerequisite: INTP 1904 with a "C" or better or appropriate placement.

This course is a continuation of INTP 1904, building upon grammatical structures and vocabulary acquired.

### INTP 1906 - AMERICAN SIGN LANGUAGE III (3)

Prerequisite: INTP 1905 with a "C" or better or appropriate placement.

This course continues to develop receptive and expressive ASL skills. Through class activities and outside assignments, vocabulary is expanded and more complex, finer points of grammar are introduced. Aspects of deaf culture are also examined.

### INTP 1907 - AMERICAN SIGN LANGUAGE IV (3)

Prerequisite: INTP 1906 with a "C" or better or appropriate placement.

This course continues and completes the materials in INTP 1906, ASL III. It provides intensive training in conversations using both expressive and receptive skills in American Sign Language. More aspects of deaf culture are also examined.

### INTP 1911 - AMERICAN SIGN LANGUAGE NARRATIVE AND DISCOURSE (6)

Prerequisite: Acceptance into Interpreter Training Program.

This course is an advanced study of expressive and receptive American Sign Language narratives and conversation. It is designed to provide a strong foundation for future interpreting courses. The primary focus is on more complex grammatical features, expanded vocabulary, and language fluency. This course is taught predominantly in ASL without voice.

### INTP 1913 - ORIENTATION TO DEAFNESS (3)

This course offers an overview of issues related to persons who are deaf or hard of hearing. Topics include types of hearing loss, history, education, modes of communication, legislation, employment, and related services and organizations. An instructor who is deaf or hard-of-hearing often teaches the course. Knowledge of sign language may be necessary.

### INTP 1922 - MULTICULTURAL ASPECTS OF DEAFNESS (3)

Prerequisite: INTP 1913 with a "C" or better.

This course studies the variety of cultural experiences and perspectives among people who are deaf or hard of hearing. Topics include the relationship of language and community, audiological vs. cultural deafness, the dynamics in families with persons who are deaf or hard-of-hearing, and cultural issues and the role of the interpreter. An instructor who is deaf or hard-of-hearing often teaches this course. Knowledge of sign language may be necessary.

**INTP 1931 - ENGLISH TO AMERICAN SIGN LANGUAGE INTERPRETING (3)**

Prerequisites: INTP 1911 and INTP 1913, each with a "C" or better.

This course begins work on source language English to target language ASL translations and consecutive voice-to-sign interpreting. It includes theories of the interpreting process, vocabulary and linguistic development, and text analysis.

**INTP 1941 - INTRODUCTION TO INTERPRETING (3)**

Prerequisite: INTP 1913 with a "C" or better.

This course provides general information about the field of interpreting, stressing the importance of a professional attitude toward interpreting, especially as developed through observance of ethical standards.

**INTP 2901 - SURVEY OF SPECIALIZED INTERPRETING SETTINGS (3)**

Prerequisites: INTP 1922, INTP 1931, and INTP 1941, each with a "C" or better.

This course is designed to provide reinforcement of sign language skills and interpreting principles. The students receive training in specialized topics related to ASL and interpreting, such as telephone interpreting, deaf-blind interpreting, oral interpreting, and interpreting in employment, medical, educational, mental health, and religious settings.

**INTP 2903 - SPECIAL PROJECT (1)**

Prerequisite: INTP 2901 or permission of coordinator.

This course provides students with an opportunity to conduct further research, study, or practice in professional issues or language skills. The purpose is to prepare students for their chosen specialization or field of interest within interpreting and sign language studies. The course may be taken a maximum of three times during the program.

**INTP 2911 - AMERICAN SIGN LANGUAGE TO ENGLISH INTERPRETATION (6)**

Prerequisite: INTP 2901 with a "C" or better.

This course focuses on the skills of sign-to-voice interpreting. A variety of techniques and strategies address visual memory, equivalent message content, vocabulary and register choice, and cultural adaptations. Students work on interpretations in class and as projects for critique.

**INTP 2932 - ENGLISH TO AMERICAN SIGN LANGUAGE II (3)**

Prerequisite: INTP 2901 with a "C" or better.

This course continues to develop skills from INTP 1931 and focuses on providing simultaneous voice-to-sign interpretations.

**INTP 2934 - TRANSLITERATION (3)**

Prerequisite: INTP 2932 or permission of coordinator.

This course builds a foundation of skills for transliterating from spoken English to signed English. Emphasis is on consistency and conceptual accuracy. Students will receive extensive practice in source materials from academic settings.

**INTP 2951 - PRACTICUM (6)**

Prerequisites: INTP 2911 and INTP 2932, each with a "C" or better.

This course is a combination of actual interpreting experience under the supervision of an interpreter in the field as well as additional independent time in a variety of interpreting situations. A classroom seminar includes discussion, role-playing, and situational assessments based on student experiences in the field. Emphasis is placed on the code of ethics and its application in real-life situations.

**Italian (ITAL)****ITAL 1001 - ELEMENTARY ITALIAN I (3)**

This course provides an introduction to spoken and written Italian. Using basic grammatical patterns and a fundamental vocabulary, the student becomes familiar with the syntax of the language. Simple texts dealing with cultural topics are used to develop skill in reading. The four skills—speaking, comprehending, reading, and writing—are developed simultaneously.

**ITAL 1002 - ELEMENTARY ITALIAN II (3)**

Prerequisite: ITAL 1001 or permission of the department chair.

This course is a continuation of ITAL 1001 with further study of the culture of Italian-speaking regions.

**ITAL 2001 - INTERMEDIATE ITALIAN I (3)**

Prerequisite: ITAL 1002 or permission of the department chair.

This course continues the material begun in Elementary Italian, introducing more complex, finer points of grammar, expanding vocabulary, and requiring reading of a more demanding linguistic nature.

**ITAL 2002 - INTERMEDIATE ITALIAN II (3)**

Prerequisite: ITAL 2001 or permission of the department chair.

This course is a continuation of ITAL 2001.

**ITAL 2005 - ADVANCED ITALIAN I (3)**

Prerequisite: ITAL 2002 or permission of the department chair.

This course is a continuation of ITAL 2002.

**ITAL 2006 - ADVANCED ITALIAN II (3)**

Prerequisite: ITAL 2005 or permission of the department chair.

This course is a continuation of ITAL 2005.

**Japanese (JAPN)****JAPN 1001 - ELEMENTARY JAPANESE I (3)**

This course provides an introduction to spoken and written Japanese. Using basic grammatical patterns and a fundamental vocabulary, the student becomes familiar with the syntax of the language. Simple texts dealing with cultural topics are used to develop skill in reading. An accompanying workbook provides needed practice in writing the language. The four skills—listening, speaking, reading, and writing—are developed simultaneously.

**JAPN 1002 - ELEMENTARY JAPANESE II (3)**

Prerequisite: JAPN 1001 or permission of the department chair.

This course is a continuation of JAPN 1001.

**JAPN 2001 - INTERMEDIATE JAPANESE I (3)**

Prerequisite: JAPN 1002 or permission of the department chair.

This course continues the work begun in Elementary Japanese. The student continues with more sophisticated writing and reading materials, and works with increasingly more difficult activities stressing speaking, comprehending, reading, and writing.

**JAPN 2002 - INTERMEDIATE JAPANESE II (3)**

Prerequisite: JAPN 2001 or permission of the department chair.

This course is a continuation of JAPN 2001. Cultural and literary reading selections develop a deeper insight into an understanding of the Japanese world.

**JAPN 2005 - ADVANCED JAPANESE I (3)**

Prerequisite: JAPN 2002 or permission of the department chair.

This course is a continuation of JAPN 2002.

**JAPN 2006 - ADVANCED JAPANESE II (3)**

Prerequisite: JAPN 2005 or permission of the department chair.

This course is a continuation of JAPN 2005.

**Journalism (JOUR)****JOUR 1611 - INTRODUCTION TO CONTEMPORARY JOURNALISM (3)**

This course is a survey of contemporary mass media, emphasizing their philosophies, histories, contributions, and problems.

**JOUR 1613 - BASIC NEWSWRITING (3)**

Prerequisite: Exit or exemption from Learning Support English or ENSL 0090 with a "C" or better.

This course is a study of basic news reporting, writing, and editing, with individualized assignments in the various media.

**Mathematics (MATH)****MATH 0097 - BEGINNING ALGEBRA (4)**

This course is designed to help students learn the basic algebra necessary for college-level mathematics. Topics include real-number concepts, selected geometry concepts, linear equations and inequalities in one variable, problem solving involving linear or factorable quadratic equations as models, operations on polynomials, factoring polynomials, integral exponents, and graphing linear equations in two variables. Additional topics include the study of rational expressions and the use of the scientific calculator.

**MATH 0098 - INTERMEDIATE ALGEBRA (4)**

Prerequisite: MATH 0097 or appropriate placement.

This course is designed to prepare students for college-level mathematics. Topics include graphing lines and parabolas; function notation; integer and rational exponents; solving absolute value and quadratic equations and inequalities; solving radical equations; problem solving involving linear equations, quadratic equations, and systems of equations in two variables; and writing equations of lines. Additional topics include operations with radicals and complex numbers, geometric concepts, and calculator usage.

**MATH 0099 - PRE-COLLEGE ALGEBRA (4)**

Prerequisite: MATH 0098 with a "C" or better or collegiate mathematics placement.

This course is designed to be a bridge between Learning Support mathematics and college-level mathematics. It is divided into two components. Component 1 is individualized, self-paced instruction on selected topics as determined by results from a diagnostic test covering topics from MATH 0097 and MATH 0098. Component 2 introduces new topics including graphing calculator usage; concepts of functions and their graphs; equations and graphs of circles and parabolas; solving systems of equations in two variables; rational, polynomial, and absolute value inequalities.

**MATH 1101 - INTRODUCTION TO MATHEMATICAL MODELING (3)**

Prerequisite: Exit or exemption from Learning Support mathematics.

This course uses graphical, numerical, symbolic, and



verbal techniques to describe and explore real-world data and phenomena. Emphasis is on the use of elementary functions (linear, quadratic, exponential, and logarithmic) to investigate and analyze applied problems and questions, supported by the use of appropriate technology, and on the effective communication of quantitative concepts and results. Functions introduced through applications are the main focus of the course. This course is intended for non-science majors.

**MATH 1111 - COLLEGE ALGEBRA (3)**

Prerequisite: Exit or exemption from Learning Support mathematics.

This course is a functional approach to algebra that incorporates the use of appropriate technology. Emphasis will be placed on the study of functions and their graphs, inequalities, and linear, quadratic, piecewise defined, rational, polynomial, exponential, and logarithmic functions. Appropriate applications will be included.

**MATH 1113 - PRECALCULUS (4)**

Prerequisite: MATH 1101 or MATH 1111 with a "C" or better or appropriate placement.

This course includes the study of functions and graphs (algebraic, exponential, logarithmic, trigonometric functions, circles, ellipses, and hyperbolas), inverse functions, applications of functions, triangle trigonometry, matrices, vectors, analytic geometry, and systems of equations. It is designed to prepare students for calculus, algebra-based physics, and related technical subjects.

**MATH 1431 - INTRODUCTION TO STATISTICS (3)**

Prerequisite: MATH 1101, MATH 1111, MATH 1113, or MATH 2431.

This course is designed for students whose programs require a course in statistics as well as for those who wish to elect such a course. Topics to be covered include descriptive statistics, basic probability, discrete and continuous distributions, sample estimation of parameters, hypothesis testing, tests on means and proportions, chi-square tests, correlation, and linear regression.

**MATH 1433 - APPLIED CALCULUS (3)**

Prerequisite: MATH 1101, MATH 1111, or MATH 1113 with a "C" or better.

This course provides a non-rigorous introduction to the basic ideas and techniques of differential and integral calculus, especially as they relate to applications in business, economics, life sciences, and social sciences.

**MATH 1435 - DISCRETE STRUCTURES (3)**

Prerequisite: MATH 1101, MATH 1111, or MATH 1113 with a "C" or better.

This course introduces the ideas of finite mathematical structures. Topics include sets theory, logic, proof techniques, functions and relations, graphs, trees, and combinatorics.

**MATH 1901 - INTRODUCTORY MATHEMATICS (3)**

This course presents a variety of topics that are appropriate for the AAS degree programs. Topics include the development of problem-solving and critical-thinking skills, elementary mathematics of finance, sets, statistics, and probability.

**MATH 2431 - CALCULUS I (4)**

Prerequisite: MATH 1113 with a "C" or better or placement by examination.

This course includes the study of the derivative and its applications, limits and continuity, antidifferentiation, the definite integral, and the Fundamental Theorem of Calculus. Algebraic, trigonometric, exponential, and logarithmic functions are studied.

**MATH 2432 - CALCULUS II (4)**

Prerequisite: MATH 2431 with a "C" or better.

This course includes the study of techniques of integration, applications of the definite integral, an introduction to differential equations, and power series.

**MATH 2633 - CALCULUS III (4)**

Prerequisite: MATH 2432 with a "C" or better.

This course includes the study of polar graphs, vectors, solid analytical geometry, partial derivatives, multiple integrals, line integrals, and applications.

**MATH 2641 - LINEAR ALGEBRA (3)**

Prerequisite or Co-requisite: MATH 2432.

This course is designed to introduce the student to the basic notions of linear algebra. Topics include matrices, systems of linear equations, vector spaces, inner products, bases, linear transformations, eigenvalues, and eigenvectors.

**MATH 2652 - ORDINARY DIFFERENTIAL EQUATIONS (4)**

(formerly MATH 2651, 3-hour credit)

Prerequisite or Co-requisite: MATH 2633.

This course is an introduction to the basic ideas of ordinary differential equations. Topics include linear differential equations, series solutions, simple non-linear equations, Laplace transforms, systems of differential equations, numerical methods, and applications.

## Military Science (MILI)

### COURSES OFFERED AT GEORGIA PERIMETER COLLEGE BY GEORGIA STATE UNIVERSITY

Credit for Veterans' Service: College students who are veterans of any service, active, reserve, or national guard, or who have attended a service academy, may receive advanced placement in Military Science. The phone number for Military Science Advisement is 404-651-2275.

#### MILI 1010 - INTRODUCTION TO THE ARMY AND MARKSMANSHIP TRAINING (1)

This course offers a general introduction to the total Army structure, scope of the military officer profession, and general introduction to the primary weapon (M16A2) of the U.S. Army. It includes instruction on implementing an individual physical training program, customs and traditions, assembly and disassembly, maintenance and the use of the M16A2 rifle. Laboratories include individual and squad drill and ceremony.

#### MILI 1020 - BASIC AND ADVANCED FIRST AID (1)

This course offers a general introduction to the life-saving techniques used in the U.S. Army. Instruction includes casualty evaluation, mouth-to-mouth resuscitation procedures, field-expedient techniques to control bleeding, preventing shock, and other preventive medicine procedures. Laboratories include individual and squad drill and ceremony.

#### MILI 2010 - MAP READING, LAND NAVIGATION, MOUNTAINEERING (1)

This course offers a general introduction to the basic mountaineering techniques of the U.S. Army. Instruction includes the various types of knots used in mountaineering, rappelling, building rope bridges, and the safe operation of a rappel tower. A mountaineering exercise is conducted. Laboratories include individual and squad drill and ceremony.

#### MILI 2020 - BASIC MILITARY AND TACTICAL SKILLS (1)

This course offers an introduction to time management, individual tactical movements, intermediate-level land navigation. Laboratories include individual and squad drill and ceremony. Optional field-training exercises include land navigation, weapons qualification, paint ball games, and tactical proficiency exercises.

## Music (MUSC)

**Music Majors Advisement Alert:** Because of the sequential nature of many of the Fine Arts courses, students must meet during their first semester at Georgia Perimeter College with a Fine Arts advisor on the Clarkston Campus to plan their course of study. Fine Arts majors need to start their major area course in their first semester in order to complete the two-year sequence.

The Music Program of the College is designed to meet freshman and sophomore music requirements established by most schools for students wishing to make music a career. Students who complete the recommended transfer music curriculum will be prepared to enter as juniors and meet the lower-division requirements for music majors at most four-year institutions. In addition, the Music Program strives to provide to all students of the College the opportunity to develop their musical knowledge and performance skills through a well-rounded program of course and performance ensemble offerings.

All courses listed below are open to any student who meets the prerequisites. In all sequential course offerings in the Music Program, a student must make a grade of "C" or better in each course before registering for the next course in the sequence. Note courses marked with \* next to their title. This \* indicates the course is not required for the Associate's degree at the College, but **this course will be required** in order to transfer to most four-year institutions at the junior level.

### Music Theory Placement Examination

Every student registering for MUSC 1611 for the first time who has not completed MUSC 1708 will be given the Music Theory Placement Examination to ensure that he or she begins in the course best suited to background and prior study. In addition, upon request by the student, the Music Theory Placement Examination may be given for the purpose of exempting specified music theory courses. Passing the examination allows the student to enroll in the next sequential course, but no credit is given for exempted courses.

### Arrangement and Scheduling of Music Courses

Students who desire to become professional musicians and are accepted as music majors must begin their musical studies the first semester they enroll. Because the music curriculum must continue throughout an entire four-year college program, it is necessary that general education courses be met over the four-year

period instead of during the first two years as is the usual procedure. Students whose program of study is music are strongly urged to consult a music advisor prior to each semester's registration to ensure they register for the necessary courses to complete the associate's degree program in two years.

### Area of Concentration

The first two years of musical study are basically the same for all areas of concentration. Therefore, by fulfilling these course requirements and recommendations, students will be prepared to enter any area of specialization beginning the junior year. Students planning to work toward a bachelor of music degree in applied music (performance) should contact the Fine Arts department chair for special advising and arrangement of a special entrance audition.

#### MUSC 1301 - MUSIC APPRECIATION (3)

This course is designed for students who wish to deepen their enjoyment of music through better understanding. A study of the evolution of musical style as revealed in the major compositions of representative composers of each major period is offered. No prior knowledge of music is required. This course is not intended for music majors.

#### MUSC 1607 - CONCERT ATTENDANCE (0)

Students registering for any of the Music Theory courses must concurrently register for MUSC 1607 until four semesters of MUSC 1607 have been satisfactorily completed. To complete the course satisfactorily, the student must attend ten approved concerts during the semester in which the course is taken; of these, six must be events sponsored by the College's Fine Arts Department, except in the instances that will present a severe hardship, in which cases the department chairperson may approve suitable substitutes. Students may receive only one concert credit for a concert in which they are performing that semester.

#### MUSC 1611 - MUSIC THEORY I (2)

Prerequisite: MUSC 1708 or successful performance on the Music Theory Placement Examination. Co-requisites: MUSC 1621 and MUSC 1607. This is the first of a four-semester sequence of courses intended to introduce the student to the principles of music through visual analysis and parallel keyboard harmony skills. Topics covered include rudiments of notation, intervals, basic elements of meter and rhythm, major and minor scales and key signatures, diatonic triads and seventh chords in major and minor keys, the introduction to principles of voice leading, harmonic progression, figured bass, and cadences, with the analysis of simple piano works and chorale examples.

#### MUSC 1612 - MUSIC THEORY II (2)

Prerequisite: MUSC 1611. Co-requisites: MUSC 1622 and MUSC 1607. This course is a continuation of MUSC 1611. Topics covered include non-chord tones, first and second inversion of triads, intermediate voice leading and harmonization using diatonic seventh chords and non-chord tones, with the introduction of basic formal (phrase and period structure) analysis of binary and ternary forms in simple piano works and chorale examples. Keyboard harmony skills parallel these topics.

#### MUSC 1621 - EAR TRAINING I (1)

Prerequisite: MUSC 1708 or successful performance on Music Theory Placement Examination. Co-requisite: MUSC 1611. Through the use of CAI and programmed audio tapes, this course develops aural skills in sight singing (scale degree numbers-movable DO), dictation, and error detection. Topics covered include major and minor scales, major and minor triads, melodic and harmonic intervals, simple rhythmic patterns, single line melodic dictation, and dictation of root position major triads.

#### MUSC 1622 - EAR TRAINING II (1)

Prerequisite: MUSC 1621. Co-requisite: MUSC 1612. This course is a continuation of MUSC 1621. Through the use of CAI and programmed audio tapes, it continues to develop aural skills in sight singing (scale degree numbers-movable DO), dictation, and error detection. Topics include all intervals (melodic and harmonic), advanced rhythmic patterns, single line and intermediate melodic dictation, dictation of root position major and minor triads and root position seventh chords, intermediate sight singing, and dictation of elementary harmonic progressions.

#### MUSC 1708 - MUSIC FUNDAMENTALS (3)

This course is an introduction to the fundamental technical aspects of music. Topics covered include notation, intervals, scales, rhythm, and meter. Elementary ear training and basic keyboard harmony are also incorporated. This course is not intended for music majors, but may be taken in preparation for MUSC 1611 and MUSC 1621 by prospective majors needing preparatory strengthening in these areas and by non-majors starting applied music study.

#### MUSC 1741\* - SURVEY OF MUSIC LITERATURE (3)

Prerequisite: MUSC 1611. Co-requisite: MUSC 1607. A survey of the major genres and composers from 1400 to the present is offered with emphasis on style features, form, and terminology.

**MUSC 1760 - DICTION FOR SINGERS  
(English-German) (1)**

This course is one of two courses that, through the use of the International Phonetic Alphabet, serve to introduce the principles of diction for singers. All aspects are approached from the perspective of the special problems encountered in singing in English and German.

**MUSC 1762 - DICTION FOR SINGERS  
(Italian-French) (1)**

This course is one of two courses that, through the use of the International Phonetic Alphabet, serve to introduce the principles of diction for singers. All aspects are approached from the perspective of the special problems encountered in singing in Italian and French.

**MUSC 2613 - MUSIC THEORY III (2)**

Prerequisite: MUSC 1612.

Co-requisites: MUSC 2623 and MUSC 1607.

This course is a continuation of MUSC 1612. Topics covered include secondary functions, modulation to closely related keys, advanced voice leading, analysis of Bach chorales, modes, borrowed chords, Neapolitan chords, augmented sixth chords, altered dominants, and ninth, eleventh, and thirteenth chords. The sonata-allegro form will be introduced and its analysis in early works of Haydn, Mozart, and Beethoven. Additional form study includes the analysis of rondo, scherzo, minuet-trio, and simple song forms as well as the continuation of analysis of the Bach chorale style. Keyboard harmony skills parallel these topics.

**MUSC 2614 - MUSIC THEORY IV (2)**

Prerequisite: MUSC 2613.

Co-requisites: MUSC 2624 and MUSC 1607.

This course is a continuation of MUSC 2613. Topics covered include the harmonic elements of the late romantic, impressionistic, and contemporary periods. Analysis includes works from the romantic period by Brahms, Chopin, Schumann, and from the contemporary period by Cowell, Cage, Crumb, Schoenberg, Bartok, Messiaen, Hanson, and Hindemith, as well as brief views of their theoretical and compositional techniques. Projects include analysis of full symphonic score examples from the classical period and the completion of a composition using techniques of the contemporary period. Keyboard harmony skills parallel these topics.

**MUSC 2623 - EAR TRAINING III (1)**

Prerequisite: MUSC 1622.

Co-requisite: MUSC 2613.

This course is a continuation of MUSC 1622. Through the use of CAI and programmed audio tapes,

it continues to develop aural skills in sight singing (scale degree numbers-movable DO), dictation, and error detection. Topics include sight singing and dictation of examples with modulations and melodic skips, triads and seventh chords in first inversion, advanced rhythmic patterns including two against three, and error detection in melodic and harmonic examples.

**MUSC 2624 - EAR TRAINING IV (1)**

Prerequisite: MUSC 2623.

Co-requisite: MUSC 2614.

This course is a continuation of MUSC 2623.

Through the use of CAI and programmed audio tapes, it continues to develop aural skills in sight singing (scale degree numbers-movable DO), with the introduction of four-part dictation with writing only soprano and bass lines, four-part dictation (all voices), and advanced error detection in melodic and harmonic examples. Sight singing and dictation also include some contemporary technique elements such as whole tone scales, atonal melodies, and complex rhythms.

**MUSC 2739 - COMPOSITION (2)**

Prerequisites: MUSC 1621 and permission of the department chair.

Composition may be elected upon presentation of adequate skills and knowledge to warrant admission into this course. Although the bulk of the student's work is devoted to original compositions for all media, analysis and consequent imitative studies are required. Consult the department chair to determine whether MUSC 2739 or MUSA 2739 is appropriate.

**Performance Organizations and Ensembles**

All music performance organizations and ensembles are open to any student in the College subject to restrictions indicated in the course description. Satisfactory participation carries the number of hours of credit indicated for each semester; any of these courses may be repeated for a maximum of four semesters. Music majors will need four semesters of credit for performance organizations (with 1600 numbers) in order to transfer to a four-year institution at the junior level.

**MUSC 1652 - CHORUS (1)**

The Chorus provides the opportunity for students to participate in the performance of choral literature in concert. Standard literature and contemporary compositions constitute the Chorus repertory. (It is open without audition to any student.)

**MUSC 1654 - WIND ENSEMBLE (1)**

The Wind Ensemble is a select group of students from the College and non-student residents of the community. Regular concerts are held on- and off-campus including a wide variety of standard and contemporary works for the medium. Advance audition and evening rehearsals are required.

**MUSC 1656 - ORCHESTRA (1)**

Any student in the College may audition for membership in the DeKalb Symphony Orchestra, a community orchestra based at the College. Regular concerts including subscription concerts with internationally known guest soloists are held on campus and in a variety of locations throughout the metropolitan area and state. Regular evening rehearsals and occasional out-of-town concerts are required.

**MUSC 1701A - PIANO CLASS (1)**

This course is designed for students who have had little or no prior individual instruction in piano. The class introduces the student to beginning piano technique in such areas as posture, hand position, fingering, rhythm, and note reading (bass and treble clef). The course also includes instruction in practicing and in how to start memorizing music for performance. Students are expected to play individually as well as with the group during class time and for the final exam. Any student who wishes to register for individual lessons in a subsequent term must pass this course with a "B" or better. Not intended for music majors. There is no additional music fee for this class.

**MUSC 1701B - VOICE CLASS (1)**

This course is designed for students who have had little or no prior individual instruction in voice. The class introduces the student to beginning vocal technique in such areas as posture, breathing, exercises, correct vowel formation, diction, rhythm, and pitch. The course also includes instruction in practicing and preparing songs to perform. Students are expected to sing individually as well as with the group during class time and for the final exam. Any student who wishes to register for individual lessons in a subsequent term must pass this course with a "B" or better. Not intended for music majors. There is no additional music fee for this class.

**MUSC 1750 - THEATRE ARTS GUILD (1)**

In conjunction with the Theatre Arts Guild, regular full-stage productions of Broadway and operatic works are presented. Students may audition for performing roles or may enroll as technical assistants. Evening rehearsals are required. For information regarding upcoming auditions, contact the College's Fine Arts

Office. In **some** non-production terms, instruction is provided in topics pertaining to the music theatre stage.

**MUSC 1752 - CONCERT BAND (1)**

The Concert Band exists to provide students, other than music majors, with the opportunity to participate in group performance of instrumental music. A wide variety of band literature is prepared and performed in a variety of settings. Membership does not require audition, but basic proficiency on an appropriate instrument is required, and a placement audition will be scheduled. Not active every semester.

**MUSC 1754 - JAZZ LAB BAND (1)**

The Jazz Lab Band functions as an instructional laboratory providing coaching in the stylistic elements of jazz including improvisation. No advance audition is required, but students are expected to possess basic proficiency on an appropriate instrument. Not offered every semester.

**MUSC 1756 - JAZZ ENSEMBLE (1)**

The ensemble is comprised of a group of students from the College and community residents, all selected through audition. Regular performances including the full range of jazz literature are held on- and off-campus. This course is not to be counted toward fulfillment of the Performance Organization requirement in Area F for music majors. Evening rehearsals are required.

**MUSC 1758 - CHAMBER ENSEMBLES (1)**

The Chamber Ensembles are designed for students who wish to participate in small-group performance of like and mixed instrumental and vocal ensembles. Students are admitted by audition or with the permission of the instructor. This course is not to be counted toward fulfillment of the Performance Organization requirement in Area F for music majors. Not every ensemble is offered every semester. Students may register for the following:

- A = Brass Ensemble
- B = Chamber Singers
- C = Keyboard Ensemble
- D = Percussion Ensemble
- E = Recorder Ensemble
- F = String Ensemble
- G = Woodwind Ensemble

**Music (MUSA) Applied Music****INDIVIDUAL INSTRUCTION SPECIAL INFORMATION**

1. See Applied Music Fees under "Fees and Expenses" for special fees related to individual instruction.

2. A one-letter suffix is used with each of the applied music course numbers to indicate the performing medium being studied, as follows:

A = Piano  
 B = Voice  
 C = Violin  
 D = Viola  
 E = Cello  
 F = Double Bass  
 G = Flute  
 H = Oboe  
 I = Clarinet  
 J = Bassoon  
 K = Saxophone  
 L = Trumpet  
 M = French Horn  
 N = Trombone  
 P = Euphonium  
 Q = Tuba  
 R = Percussion  
 S = Organ  
 T = Classical Guitar  
 U = Harpsichord

3. A grade of "C" or better must be made in any individual applied music course before the student may advance to the next course. Advance permission from the instructor must be obtained to re-register for an applied music course in which a grade of less than "C" has been previously earned.
4. Although any student at the College may register for applied music, in instances where enrollment must be limited, preference is given to students taking at least five credit hours in other music courses.
5. Any student registering for any applied music course must pick up a copy of a special pamphlet on "Applied Music Procedures" and the "Student Schedule Form" from the Fine Arts office on the Clarkston Campus for further information.

#### INDIVIDUAL PRACTICE AND PRACTICE

**ROOMS:** All students enrolled in applied music courses must practice a prescribed amount of time daily. Basic practice time should be a minimum of one hour per day per credit hour enrolled. Some practice rooms are available on the Clarkston Campus Monday-Friday during normal class hours for the use of students enrolled in applied music courses.

**APPLIED MUSIC AUDITION:** Students planning to enroll in Principal Applied MUSA 1637 or Major Applied MUSA 1641 are required to audition on their principal instrument before the music faculty. Students are expected to come prepared to play representative works from their repertoire. Auditions are usually held each semester on the first Friday of the

first week of class and at the end of the term during the applied music juries. See the Fine Arts department chair for complete audition information. Transfer students should see the Fine Arts department chair for applied music placement information.

#### APPLIED MUSIC EXAMINATIONS AND

**RECITAL PERFORMANCES:** Students enrolled in principal- or major-level applied music will perform excerpts from their repertoire before a faculty jury at the end of each semester. A grade of "C" or better must be earned on this examination for the student to receive a course grade of "C" or better. Prior to completion of MUSA 1638 and MUSA 2638, the student must have performed as a soloist at least once in a general student recital.

**MUSA 1637 - PRINCIPAL APPLIED I (2)**

**MUSA 1638 - PRINCIPAL APPLIED II (2)**

Individual instruction in the fundamentals of musical performance through technical studies and standard literature is provided. This course is intended for music majors in their principal performing area.

Audition is required. The course meets once a week for 50 minutes during the semester. A jury examination is given at the end of each semester.

**MUSA 1641 - MAJOR APPLIED I (4)**

**MUSA 1642 - MAJOR APPLIED II (4)**

Intensive study in the fundamentals of musical performance through technical studies and standard literature is provided. The course is intended for students planning to work toward a degree in applied music.

Frequent participation in student recitals, accompanying, and the performance of at least one full public recital during the year are required. The course meets once a week for 50 minutes during the semester. A special audition by the music faculty is required, and all examinations must be open to the entire music faculty.

**MUSA 1702 - NON-MAJOR APPLIED (1)**

Prerequisite: MUSA 1701A or MUSA 1701B (for Piano and Voice students only), or audition, or permission of the department chair.

Individual instruction is offered in the fundamentals of musical performance through technical studies and appropriate literature. This course is not intended for music majors. It meets once a week for 25 minutes during the semester. It may be repeated for four semesters.

**MUSA 1705 - NON-MAJOR APPLIED (2)**

Prerequisite: MUSA 1701A or MUSA 1701B (for Piano and Voice students only), or audition, or permission of the department chair.

Individual instruction is offered in the fundamentals of musical performance through technical studies and appropriate literature. This course is not intended for music majors. It meets once a week for 50 minutes during the semester. It may be repeated for four semesters.

**MUSA 1734\* - SECONDARY APPLIED I (1)**

**MUSA 1735\* - SECONDARY APPLIED II (1)**

Individual instruction in the fundamentals of musical performance through technical studies and appropriate literature is provided. This is intended for secondary-level instruction for music majors. The course meets once a week for 25 minutes during the semester.

**MUSA 2637\* - PRINCIPAL APPLIED III (2)**

**MUSA 2638\* - PRINCIPAL APPLIED IV (2)**

This sequence is a continuation of MUSA 1638.

**MUSA 2641 - MAJOR APPLIED III (4)**

**MUSA 2642 - MAJOR APPLIED IV (4)**

This sequence is a continuation of MUSA 1642.

**MUSA 2644 - PRINCIPAL APPLIED V (2)**

**MUSA 2645 - PRINCIPAL APPLIED VI (2)**

This sequence is a continuation of MUSA 2638.

**MUSA 2647 - MAJOR APPLIED V (4)**

**MUSA 2648 - MAJOR APPLIED VI (4)**

This sequence is a continuation of MUSA 2642.

**MUSA 2734\* - SECONDARY APPLIED III (1)**

**MUSA 2735\* - SECONDARY APPLIED IV (1)**

This sequence is a continuation of MUSA 1735.

**MUSA 2739 - COMPOSITION (2)**

Prerequisites: MUSC 1621 and permission of the department chair.

This is the same course as MUSC 2739.

## Nursing (NURS)

**NURS 0190 - CLINICAL NURSING: FOR LEARNING SUPPORT (2)**

Prerequisites or Co-requisites: NURS 1920 or a basic medical-surgical nursing course with a "C" or better and eligibility to return to a nursing program or eligibility to take a nursing clinical performance exam for an external degree nursing program. Permission of the department chair is required.

This course provides nursing clinical experience and skills lab practice for students currently enrolled in a nursing program or who are eligible to return to a nursing program. This course is designed for students who need clinical support, clinical remediation,

and/or socialization into the nursing profession. This course is NOT a part of the nursing curriculum. It will not substitute for a required nursing course and will not lead to a degree in nursing. This course is offered summer and/or fall semester.

**NURS 0199- DOSAGE CALCULATIONS FOR NURSES (2)**

Prerequisites or Co-requisites: NURS 1920 and permission of the department chair.

This course utilizes critical thinking and pharmacological concepts to solve the many types of problems that may be encountered in the preparation of solutions and administration of medications. The course includes information that is essential to safe, accurate drug calculation in current clinical practice. Problems addressed will move from the simple to the complex.

**NURS 1910 - BASIC CONCEPTS OF NURSING PRACTICE (8)**

Prerequisites or Co-requisites: BIOL 1913, BIOL 1913L, NURS 1903 (see 2001-2002 Catalog) each with a "C" or better and acceptance into the nursing program.

Co-requisite: NURS 1904 (see 2001-2002 Catalog). This course is designed specifically for advanced placement of LPNs who have been selected by special criteria to exempt the first year of the nursing program. The course focuses on application of the nursing process in the prevention of illness and the promotion and maintenance of health in adults experiencing alterations in health. The nursing process, application of knowledge of pathophysiology, communication skills, growth and development, principles of patient education, legal and ethical issues, and critical thinking are emphasized. Concepts from NURS 1901 (see 2001-2002 Catalog) and NURS 1906 (see 2001-2002 Catalog) are integrated. The course includes classroom, seminar, laboratory, and clinical experiences. This course is offered summer 2002 only.

**NURS 1920 - FUNDAMENTAL CONCEPTS OF NURSING (9)**

Prerequisite: Admission to the Nursing Program.

Prerequisites or Co-requisites: BIOL 1611, BIOL 1611L, PSYC 1101(1501), and MATH 1101 each with a "C" or better.

This course focuses on an introduction to the profession of nursing and the role of the nurse in the healthcare system. It introduces the framework for the program of study and provides a foundation for nursing practice in the promotion and maintenance of health, prevention of illness, and care of patients/clients experiencing alterations in meeting basic health needs. The nursing process and concepts of holistic care, transcultural nursing, critical thinking,

basic human needs, psychosocial needs, growth and development, legal/ethical issues, pharmacological principles, therapeutic interventions, and communication skills are emphasized. Selected content, including pharmacology and math calculations, is presented using Web modules. This course includes classroom, laboratory, clinical practice in diverse healthcare settings, and on-line experiences. This course is offered in the first semester of the nursing program.

**NURS 1922 – HEALTH TOPICS I (3)**

Prerequisite: Admission to the Nursing Program.

Prerequisite or Co-requisite: NURS 1920 with a “C” or better.

This course will allow first year nursing students to expand their knowledge of a topic presented during the first year of the program. Topics may include: Spanish for health professionals, literature review of a health care issue or disease, or further exploration of an aspect of the health care delivery system.

**NURS 1924 - INTERMEDIATE CONCEPTS OF NURSING (10)**

Prerequisite: NURS 1920 with a “C” or better.

Prerequisites or Co-requisites: BIOL 1612 and BIOL 1612L each with a “C” or better.

This course focuses on the application of the nursing process in the promotion, maintenance, and restoration of health and prevention of illness for clients from diverse populations. The role of the nurse is expanded to include patient/family education and collaboration with patients, families, the interdisciplinary team, and community agencies. Emphasis is placed on the acquisition of knowledge related to pharmacological principles, pathophysiological and psychobiological alterations in health. Principles of critical thinking are applied to clients with physiological, psychological, and major mental illness.

Concepts introduced during the prior nursing course are expanded and integrated. This course includes class, clinical practice, laboratory, and on-line experiences. This course is offered in the second semester of the nursing program.

**NURS 1950 - BRIDGE TO PROFESSIONAL NURSING (10)**

Prerequisite: Admission to the Nursing Program.

Prerequisites or Co-requisites: BIOL 1913 and BIOL 1913L, PSYC 1101 (1501) each with a “C” or better.

This course is designed specifically for advanced placement students who have been selected by special criteria to exempt the first year of the nursing program. It introduces the advanced placement student to the framework of the program of study and provides the foundation for professional nursing practice in the promotion and maintenance of health, preven-

tion of illness, and care of patients/clients experiencing alterations in physiological and psychobiological health. The application of the nursing process and concepts of holistic care, transcultural nursing, critical thinking, basic human needs, psychosocial needs, growth and development, legal/ethical issues, pharmacological principles, therapeutic interventions, and communication skills are emphasized. The role of the professional nurse is introduced and expanded to include patient/family education and collaboration with patients, families, the interdisciplinary team, and community agencies. Selected content, including pharmacological principles and math calculations, is presented using Web modules. This course includes classroom, clinical practice, laboratory, and on-line experiences. This course is offered in the first semester of the bridge track.

**NURS 2022 – HEALTH TOPICS II (3)**

Prerequisite or Co-requisite: NURS 2921 with a “C” or better.

This course will allow the second year nursing student to analyze a topic presented during the second year of the program. Topics may include: the relationship of language and culture, an in-depth analysis of a health care issue or disease, or a further exploration of a community or clinical issue impacting the profession of nursing.

**NURS 2900 - MATERNAL-CHILD HEALTH NURSING (NURSING CARE OF THE CHILDBEARING AND CHILDREARING FAMILY) (7)**

Prerequisites: BIOL 1913, BIOL 1913L, NURS 1904 (see 2001-2002 Catalog) and either NURS 1906 (see 2001-2002 Catalog) or NURS 1910 each with a “C” or better.

This course focuses on the application of the nursing process in the promotion of health and the prevention/management of illness in the child-rearing family. Emphasis is placed on the promotion of health and management of illness and complications of pregnancy, the birth process and childhood. Students will have the opportunity to utilize the nursing process in a variety of maternal/newborn and pediatric settings. Concepts introduced in prior nursing courses will be expanded and integrated with diverse populations. This course includes classroom and clinical experiences. This course is offered fall 2002 and spring 2003 only.

**NURS 2903 - COMMUNITY AND MENTAL HEALTH NURSING (7)**

Prerequisites: PSYC 1101 (1501), BIOL 1913, BIOL 1913L, NURS 1904 (see 2001-2002 Catalog) and



either NURS 1906 (see 2001-2002 Catalog) or NURS 1910 each with a "C" or better.

This course focuses on the application of the nursing process in the prevention of illness and the promotion, maintenance, and restoration of health. Clients include individuals and aggregates in the community and those with complex mental health problems. The role of the nurse is expanded to include the management of client needs in diverse healthcare/community settings. Emphasis is placed upon expanding communication and caring skills within the interpersonal relationship, and collaborating with the client, family, interdisciplinary team, and community agencies. Political, legal, ethical, and epidemiological issues related to community and mental health services are discussed. Concepts introduced during prior nursing courses are expanded and integrated. This course is offered summer 2002 and fall 2002 only.

#### **NURS 2905 - TRENDS AND ISSUES IN NURSING (1)**

Prerequisites: NURS 1904 (see 2001-2002 Catalog) and either NURS 1906 (see 2001-2002 Catalog) or NURS 1910 each with a "C" or better.

Co-requisite: NURS 2900 or NURS 2903.

This course focuses on trends and issues that impact professional nursing practice. Professional development, as well as political and economic influences on health care delivery, is emphasized. Concepts introduced during prior nursing courses are expanded and integrated. This course is offered summer 2002 and fall 2002 only.

#### **NURS 2907 - ADVANCED NURSING (3)**

Prerequisites: NURS 2905 and either NURS 2900 or NURS 2903 each with a "C" or better.

This course is designed to assist the student in the transition from student to graduate nurse. The student will be introduced to nursing management of a group of patients. Management, leadership, organization, and delivery of nursing care are emphasized. Concepts introduced during prior nursing courses are expanded and integrated. The course includes classroom and clinical experiences. This course is offered fall 2002 and spring 2003 only.

#### **NURS 2921 - FAMILY-CHILD CONCEPTS OF NURSING (8)**

Prerequisites: NURS 1924 or NURS 1950, BIOL 1913 and BIOL 1913L each with a "C" or better, and passing of the Regents' Test (both reading and essay). This course expands the application of the nursing process in providing safe, comprehensive nursing care to women, childbearing and childrearing families. Emphasis is placed on psychosocial health issues and

the promotion of health and management of illness during pregnancy, the birth process, and childhood. Students function in the role of the nurse in a variety of family, maternal/newborn, pediatric, and women's healthcare settings. Concepts introduced in prior nursing courses are expanded and integrated in classroom, laboratory, clinical, and on-line experiences. This course is offered in the third semester of the nursing program.

#### **NURS 2925 - ADVANCED CONCEPTS OF NURSING (9)**

Prerequisite: NURS 2921 with a grade of "C" or better. This capstone course enhances application of the nursing process in the management of nursing care, care to groups of patients/clients with multi-system problems, and enables role transition from student to professional nurse. Emphasis is placed on the promotion, maintenance and restoration of health, and prevention of illness in groups of clients from diverse populations and settings. The management component focuses on critical analysis, independent judgment, and the application of the principles of leadership. Concepts introduced in prior nursing courses are expanded and integrated in classroom, seminar, clinical, laboratory, and on-line experiences. Students may be assigned preceptors for clinical experiences. This course is offered in the final semester of the nursing program.

### **Philosophy (PHIL)**

#### **PHIL 1301 - SURVEY OF PHILOSOPHICAL THOUGHT (3)**

Prerequisite: Exit or exemption from Learning Support reading or ENSL 0090 with a "C" or better. Students examine Western philosophical thought with a brief survey of its principal schools from early Greek to contemporary.

#### **PHIL 1301H - SURVEY OF PHILOSOPHICAL THOUGHT (HONORS) (3)**

Prerequisite: Acceptance into the Honors Program. This course is PHIL 1301 for honors students.

#### **PHIL 2641 - LOGIC AND CRITICAL THINKING (3)**

Prerequisite: Exit or exemption from all Learning Support and ESL requirements. This course provides development of practical, non-symbolic logical skills with emphasis on the composition of argumentative essays. Definitions, types of meanings, fallacious and deceptive arguments, and deductive and inductive reasoning are covered.

## Physical Education (PHED)

### PHED 1003 - BASKETBALL (1)

This course is a team activity that covers the basic fundamentals of basketball: rebounding, dribbling, pivoting, passing, shooting, faking, footwork, and defensive skills. Some strategy and team play are introduced.

### PHED 1005 - SOFTBALL (1)

This course is a team activity designed to teach students the basic skills of slow pitch softball including fielding, throwing, catching, pitching, hitting, base running, and game strategy.

### PHED 1007 - FLAG FOOTBALL (1)

This course is a team activity designed to teach students the basic skills of flag football: passing, punting, blocking, tackling, rules, scoring, and strategy.

### PPHED 1011 - SOCCER (1)

This course is a team activity designed to teach students basic individual and team skills. Students will learn the basic kicking, dribbling, and passing techniques, individual technique, and small group tactics along with team tactics. Students will also learn the rules of the game, basic strategies of team soccer, and the history of soccer.

### PHED 1013 - VOLLEYBALL (1)

This course is a team activity designed to teach students the fundamental skills and rules of volleyball in order for them to become participants and spectators for this lifetime team activity. Specifically, the course covers the following skill areas: forearm passing, overhead passing, spiking, blocking, serving, serve reception, offensive systems, and defensive systems.

### PHED 1017 - ARCHERY (1)

This course is designed to introduce students to the individual sport of archery. The major emphasis is target archery and includes the topics of equipment selection and care, shooting skills, scoring, safety, and other archery sports.

### PHED 1019 - BADMINTON (1)

This course is designed to teach students the fundamental skills and rules of badminton in order for them to become participants in this lifetime individual activity. Specifically, the course covers the following badminton areas: rules, singles play, doubles play, fundamental skills and techniques, and badminton etiquette.

### PHED 1025 - BOWLING (1)

This course is designed to acquaint the students with the basic fundamentals and techniques of bowling. Proper selection, care, and use of equipment

are taught. Terminology and scoring will also be included. Students will learn the value of bowling as a recreational activity.

### PHED 1031 - GOLF (1)

This course is designed to teach students the fundamental skills and rules of golf in order for them to become participants and knowledgeable spectators for this lifetime individual activity. The course is also designed to allow students the opportunity to exercise while participating in activity that is not only fun, but also very social and people-oriented. Specifically, the course covers the following skills: the grips, stance, set up, full-half-quarter swing (irons and woods), chipping, pitching, putting, and playing in the sand. Furthermore, the class will obtain a knowledge structure for golf etiquette and course safety.

### PHED 1033 - HANDBALL AND RACQUETBALL (1)

This course is designed to teach students the fundamental skills and rules of handball and racquetball in order to become participants and spectators for these lifetime individual activities. Specifically, the course covers the following skills: forehand shot, overhead shot, back wall shot, backhand shot, service, and kill shot.

### PHED 1035 - SNOW SKIING (1)

This course is designed to introduce the student to the basic skills of snow skiing. Basic instruction will be given at the college with practical experience taking place at one ski area in North Carolina or north Georgia.

### PHED 1038 - TENNIS (1)

This course is designed for the beginning tennis player. The goal is to help the beginner develop the basic skills of serving, receiving, forehand, backhand, and volley. Additionally, the course will cover playing strategy, rules, and scoring.

### PHED 1042 - MODERN DANCE (1)

This course is designed to enable the student to experience modern dance as an art form. This will be done through class participation and discussions on various elements of modern dance. The student will learn basic technique, elementary choreographic fundamentals, and an appreciation of dance.

### PHED 1045 - FENCING (1)

This course is designed to introduce the student to foil fencing. Skills and topics covered include the salute, advance, retreat, basic attacks, basic defensive moves, scoring, terminology, the fencing strip, safety, history, conditioning, and etiquette.

**PHED 1049 - RIFLERY (1)**

This course is designed to introduce students to the sport of shooting and includes marksmanship with an air rifle (or .22 rifle), shotgun shooting sports, and home and hunting safety. Students will shoot in the prone, sitting, and kneeling positions for marksmanship scores.

**PHED 1051 - BEGINNING SWIMMING (1)**

This is a basic swimming course for the non-swimmer or the weak swimmer. Emphasis is placed on helping students learn how to swim and to sustain themselves in a survival position until assistance is available.

**PHED 1057 - BASIC CANOEING AND SAFETY (1)**

Prerequisite: Students must be able to swim in reasonable form.

This course is designed to introduce the student to the fundamental skills involved in flat water and white water canoeing. The student will be permitted to progress consistent with his or her paddling ability. A paddling field trip is required to complete the course.

**PHED 1065 - WEIGHT TRAINING (1)**

This course is designed to acquaint students with the proper fundamentals and techniques utilized in a weight-training program. It also teaches proper care and utilization of equipment involved and the importance of safety. Students are given information regarding the use of weight training in a well-rounded fitness program.

**PHED 1069 - AEROBIC FITNESS (1)**

This course is designed to determine a student's level of fitness and to improve flexibility, muscular strength, endurance, and cardiovascular and respiratory endurance. Also covered are the importance of diet and nutrition and their relationships to total wellness.

**PHED 1071 - ENGLISH RIDING (1)**

This course includes history, the tack room, hooves, parts of the tack, tacking up, and mounting. Classes at the stables will emphasize walking, trotting, balance, feel of horse rhythm, holding the reins, body position, leg position, 2-point length of stride, collection, and diagonal work.

**PHED 1085 - ROCK CLIMBING (1)**

This course is designed to introduce the student to the fundamental skills involved in rock climbing. The student has the opportunity to experience top-belayed climbs of various difficulties. Upon completion of this course, the student is not qualified to set up belay systems or climb without qualified guides.

**PHED 1087 - SURVIVAL SKILLS (1)**

This course is designed to teach and apply the basic concepts needed to prevent a survival scenario or survive one, including water sources and purification, shelter building, fire building, map and compass use, emergency action principles, wild edibles, animal observation, outdoor equipment, minimum impact camping, and wilderness ethics.

**PHED 1090 - ICE SKATING (1)**

This course introduces the student to the activity of ice skating as an enjoyable lifetime sport and as an activity for creative expression.

**PHED 1101 - CHOICES FOR LIFE (1)**

This course explores specific topics, which promote healthy, proactive lifestyles. Each topic covered includes applied skills to make good lifestyle choices. Focus topics and skills are exploring the various dimensions that affect healthy living, eliminating self-defeating behaviors, assessing the health-related components of physical fitness, and designing and implementing a personal fitness prescription.

**PHED 2006 - FIRST AID, SAFETY AND CPR (3)**

This course covers the technical skills necessary to provide emergency first aid and CPR to the victims of accidents and sudden illnesses. Additionally, this course covers principles of safety and injury prevention. Students who successfully complete the requirements of the course and of The American Red Cross are eligible to receive certification in both First Aid and Community CPR.

**PHED 2020 - FITNESS FOR LIVING (2)**

This course provides an introduction to the following areas of fitness living: physical exercise, nutrition, weight management, and stress. Students will learn about diseases related to sedentary living, improper nutrition, and bouts of mismanaged stress. The class will be taught in a lecture setting as well as an activity laboratory setting.

**PHED 2022 - PERSONAL AND COMMUNITY HEALTH (3)**

Current information is provided in the areas of personal health, nutrition, physical fitness (including wellness and exercise), mental health, disease, drugs, conception, contraception, and abortion as they apply to healthful living. In addition, current community and world problems in the area of community health are discussed.

**PHED 2670 - INTRODUCTION TO PHYSICAL EDUCATION (3)**

This course is designed to acquaint students with the field of physical education emphasizing teaching and non-teaching careers. Topics included are history of physical education, fundamentals of research, exercise physiology, bio-mechanics, motor learning, sociology of sport, sport psychology, sport management, sports medicine, teaching, coaching, and career development in the allied fields of health, recreation, and dance

**Physical Science (PHSC)****PHSC 2650K - PHYSICAL SCIENCE FOR MIDDLE SCHOOL TEACHERS (4)**

Prerequisites: Exit or exemption from all Learning Support and ESL requirements and EDUC 1603, or students with degrees.

This course is a survey of the important aspects of chemistry and physics. The goal of this course is to provide students with a solid background concerning basic topics in chemistry and physics. This course does not meet program of study requirements for the associate's degree in teacher education.

**Physics (PHYS)****PHYS 1111 - INTRODUCTORY PHYSICS I (3)**

Prerequisites: MATH 1101 or MATH 1111 or MATH 1113 and exit or exemption from Learning Support reading or ENSL 0090 with a "C" or better.

Co-requisite: PHYS 1111L.

The introductory physics course, PHYS 1111, is the first in a two-course survey of the primary fields of physics. This course will cover mechanics, waves, simple harmonic motion, and thermodynamics. Algebra and trigonometry will be used in the course.

**PHYS 1111L - INTRODUCTORY PHYSICS I LABORATORY (1)**

Co-requisite: PHYS 1111.

This is a laboratory to accompany PHYS 1111. Assignments are designed to reinforce lecture concepts.

**PHYS 1112 - INTRODUCTORY PHYSICS II (3)**

Prerequisite: PHYS 1111.

Co-requisite: PHYS 1112L.

The introductory physics course, PHYS 1112, is the second in a two-course survey of the primary fields of physics. This course will cover electromagnetism, optics, and modern physics. Algebra and trigonometry will be used in the course.

**PHYS 1112L - INTRODUCTORY PHYSICS II LABORATORY (1)**

Co-requisite: PHYS 1112.

This is a laboratory to accompany PHYS 1112. Assignments are designed to reinforce lecture concepts.

**PHYS 2211 - PRINCIPLES OF PHYSICS I (3)**

Prerequisites: MATH 2431 and exit or exemption from Learning Support reading or ENSL 0090 with a "C" or better.

Co-requisite: PHYS 2211L.

The principles of physics course, PHYS 1211, is the first in a calculus-based two-course survey of the primary fields of physics. This course will cover mechanics, waves, simple harmonic motion, and thermodynamics.

**PHYS 2211L - PRINCIPLES OF PHYSICS I LABORATORY (1)**

Co-requisite: PHYS 2211.

This is a laboratory to accompany PHYS 2211.

Assignments are designed to reinforce lecture concepts.

**PHYS 2212 - PRINCIPLES OF PHYSICS II (3)**

Prerequisite: PHYS 2211.

Co-requisite: PHYS 2212L.

Prerequisite or Co-requisite: MATH 2432.

The principles of physics course, PHYS 2212, is the second in a calculus-based two-course survey of the primary fields of physics. This course will cover electromagnetism, optics, and modern physics.

**PHYS 2212L - PRINCIPLES OF PHYSICS II LABORATORY (1)**

Co-requisite: PHYS 2212.

This is a laboratory to accompany PHYS 2212.

Assignments are designed to reinforce lecture concepts.

**Political Science (POLS)****POLS 1101 - AMERICAN GOVERNMENT (3)**

Prerequisite: Exit or exemption from Learning Support reading or ENSL 0090 with a "C" or better.

Covering the essential facts of national government in the United States, with some attention given to state government, including the State of Georgia, this course satisfies state law, requiring examination on United States and Georgia Constitutions.

**POLS 1101H - AMERICAN GOVERNMENT (HONORS) (3)**

Prerequisite: Acceptance into the Honors Program. This course is POLS 1101 for honors students.

**POLS 2101 - INTRODUCTION TO POLITICAL SCIENCE (3)**

Prerequisite: Exit or exemption from Learning Support reading or ENSL 0090 with a “C” or better. This course is an introduction to the Political Science fields of Political Theory, Comparative Politics, and International Politics.

**POLS 2201 - STATE AND LOCAL GOVERNMENT (3)**

Prerequisite: Exit or exemption from Learning Support reading or ENSL 0090 with a “C” or better. Covering the essential facts of state and local government and politics in the United States, this course places particular emphasis upon the Constitution and the government of the State of Georgia.

**Portuguese (PORT)****PORT 1001 - ELEMENTARY PORTUGUESE I (3)**

This course provides an introduction to spoken and written Portuguese. Using basic grammatical patterns and a fundamental vocabulary, the student becomes familiar with the syntax of the language. Simple texts dealing with cultural topics are used to develop skill in reading. The four skills—speaking, comprehending, reading, and writing—are developed simultaneously.

**PORT 1002 - ELEMENTARY PORTUGUESE II (3)**

Prerequisite: PORT 1001 or permission of the department chair. This course is a continuation of PORT 1001 with further study of the culture of Portuguese-speaking regions.

**PORT 2001 - INTERMEDIATE PORTUGUESE I (3)**

Prerequisite: PORT 1002 or permission of the department chair. This course continues the material begun in Elementary Portuguese, introducing more complex, finer points of grammar, expanding vocabulary, and requiring reading of a more demanding linguistic nature.

**PORT 2002 - INTERMEDIATE PORTUGUESE II (3)**

Prerequisite: PORT 2001 or permission of the department chair. This course is a continuation of PORT 2001.

**PORT 2005 - ADVANCED PORTUGUESE I (3)**

Prerequisite: PORT 2002 or permission of the department chair. This course is a continuation of PORT 2002.

**PORT 2006 - ADVANCED PORTUGUESE II (3)**

Prerequisite: PORT 2005 or permission of the department chair. This course is a continuation of PORT 2005.

**Psychology (PSYC)****PSYC 1101 - INTRODUCTION TO GENERAL PSYCHOLOGY (3)**  
(formerly PSYC 1501)

Prerequisite: Exit or exemption from Learning Support reading or ENSL 0090 with a “C” or better. This course is a broad survey of the major topics in psychology including, but not limited to, research methodology, biological and social factors influencing behavior, development, learning, memory, personality, and abnormal psychology.

**PSYC 1101H - INTRODUCTION TO GENERAL PSYCHOLOGY (HONORS) (3)**  
(formerly PSYC 1501H)

Prerequisite: Acceptance into the Honors Program. This course is PSYC 1101 (1501) for honors students.

**PSYC 2101 - INTRODUCTION TO PSYCHOLOGY OF ADJUSTMENT (3)**  
(formerly PSYC 2615)

Prerequisite: PSYC 1101 (1501) or PSYC 1101H (1501H). This course provides an introductory examination of the applied psychological theory and research concerning mental health and well being. Subjects including, but not limited to, stress and coping, identity, personal growth, communication, interpersonal relationships, and career issues are studied.

**PSYC 2103 - INTRODUCTION TO HUMAN DEVELOPMENT (3)**  
(formerly PSYC 2611)

Prerequisite: PSYC 1101 (1501) or PSYC 1101H (1501H). This course provides an introductory, non-laboratory based examination of human development across the life span with an emphasis on normal patterns of physical, cognitive, and social development.

**PSYC 2103H - INTRODUCTION TO HUMAN DEVELOPMENT (HONORS) (3)**  
(formerly PSYC 2611H)

Prerequisites: PSYC 1101 (1501) or PSYC 1101H (1501H) and acceptance into the Honors Program. This course is PSYC 2103 (2611) for honors students.

**PSYC 2618 - PSYCHOLOGY OF WOMEN (3)**  
Prerequisite: PSYC 1101 (1501) or PSYC 1101H (1501H).

This course is designed to examine the current status of theory and research on women's experiences and behavior. Emphasis is placed on the integration of findings from physiological, personality, developmental, socio-cultural, and abnormal psychology. Gender differences and the theories advanced to understand such differences are critically evaluated.

**PSYC 2621 - ABNORMAL PSYCHOLOGY (3)**  
Prerequisite: PSYC 1101 (1501) or PSYC 1101H (1501H).

This course is a survey of major theoretical perspectives on abnormal behavior, the DSM system, and major psychological disorders. A variety of major psychological disorders are covered including, but not limited to, anxiety disorders, mood disorders, schizophrenic disorders, personality disorders, and substance-related disorders.

**PSYC 2621H - ABNORMAL PSYCHOLOGY (HONORS) (3)**

Prerequisites: PSYC 1101 (1501) or PSYC 1101H (1501H) and acceptance into the Honors Program. This course is PSYC 2621 for honors students.

**PSYC 2900 - SPECIAL TOPICS (1-3)**

Prerequisite: PSYC 1101 (1501) or PSYC 1101H (1501H).

This course is taught in response to student interest and demand. Some examples of topics covered are human relations, communications skills, stress management, parenting skills, and others. The transferability of this course depends on the evaluation of the receiving college or university.

## Reading (READ, REEN)

**READ 0097 - BASIC READING SKILLS (4)**

This course is designed to meet the needs of students who have weaknesses in knowledge acquisition, comprehension strategies, and application skills in college-level print materials. This course emphasizes vocabulary strategies, communication skills, and comprehension competencies using expository and narrative writing.

**READ 0098 - ADVANCED READING SKILLS (4)**

Prerequisite: READ 0097 with a "C" or better or appropriate placement.

This course emphasizes inferential, interpretive, and critical reading comprehension strategies. It also focuses on analysis, synthesis, and evaluation of text

as well as efficient reading, study, and test-taking skills. Lecture and group participation methods are used in this course.

**REEN 0095 - READING AND ENGLISH FOR THE HEARING IMPAIRED STUDENT (6)**

This course is designed for college students who are deaf or hard-of-hearing. It combines reading and writing and may be taken prior to READ 0097 or ENGL 0098. Any student who is deaf or hard-of-hearing on any instructional level may enroll in REEN 0095. Designed to provide accessibility to English for any student who requires such an accommodation, the course utilizes an English-as-a-Second Language approach to English instruction. It is adapted to meet the unique English concept and usage problems of deaf or hard-of-hearing students. With individualized instruction, students are encouraged to progress at their own rate and to master skills in structure, vocabulary (expressive and receptive), reading comprehension, and writing.

## Regents Test Preparation (RGTR, RGTE)

**RGTR 0198 - REGENTS' TEST PREPARATION (READING) (3)**

This course is required of students who have failed the reading portion of the Regents' Test twice or who have earned 45 semester credit hours without passing the Test. The course is also open to students who voluntarily choose to prepare for the Regents' Test.

**RGTR 0198E - REGENTS' TEST PREPARATION (ESL READING) (3)**

This course is required of ESL students who have failed the reading portion of the Regents' Test twice or who have earned 45 semester credit hours without passing the Test.

**RGTE 0199 - REGENTS' TEST PREPARATION (ESSAY) (3)**

This course is required for students who have failed the essay portion of the Regents' Test twice or who have completed 45 semester hours without passing the Test. It is designed to help students to complete successfully the essay component of the Regents' Test. It teaches the fundamentals of composition with emphasis on timed writing and is individualized to remediate the composition deficiencies of each student.

**RGTE 0199E - REGENTS' TEST PREPARATION (ESL ESSAY) (3)**

This course is required for ESL students who have failed the essay portion of the Regents' Test twice or

who have completed 45 semester hours without passing the Test. It is designed to help students to complete successfully the essay component of the Regents' Test. It teaches the fundamentals of composition with emphasis on timed writing and is individualized to remediate the composition deficiencies of each student.

## Religion (RELI)

### RELI 1301 - WORLD RELIGIONS (3)

Students examine the principal religions: Hinduism, Buddhism, Judaism, Christianity, and Islam and their impact on society.

## Russian (RUSS)

### RUSS 1001 - ELEMENTARY RUSSIAN I (3)

This course provides an introduction to spoken and written Russian. Using basic grammatical patterns and a fundamental vocabulary, the student becomes familiar with the syntax of the language. Simple texts dealing with cultural topics are used to develop skill in reading. The four skills—listening, speaking, reading and writing—are developed simultaneously.

### RUSS 1002 - ELEMENTARY RUSSIAN II (3)

Prerequisite: Russian 1001 or permission of the department chair.

This course is a continuation of RUSS 1001.

### RUSS 2001 - INTERMEDIATE RUSSIAN I (3)

Prerequisite: Russian 1002 or permission of the department chair.

This course continues the work begun in Elementary Russian. The student continues with more sophisticated writing and reading materials and works with increasingly more difficult activities stressing speaking, comprehending, reading, and writing.

### RUSS 2002 - INTERMEDIATE RUSSIAN II (3)

Prerequisite: Russian 2001 or permission of the department chair.

This course is a continuation of RUSS 2001.

### RUSS 2005 - ADVANCED RUSSIAN I (3)

Prerequisite: RUSS 2002 or permission of the department chair.

This course is a continuation of RUSS 2002.

### RUSS 2006 - ADVANCED RUSSIAN II (3)

Prerequisite: RUSS 2005 or permission of the department chair.

This course is a continuation of RUSS 2005.

## Sociology (SOCI)

### SOCI 1101 - INTRODUCTION TO SOCIOLOGY (3)

Prerequisite: Exit or exemption from Learning Support reading or ENSL 0090 with a "C" or better. The study of organized social life, this course is an introduction to the sociological analysis of society, its origins, structure, change, and problems.

### SOCI 1101H - INTRODUCTION TO SOCIOLOGY (HONORS) (3)

Prerequisite: Acceptance into the Honors Program.

This course is SOCI 1101 for honors students.

### SOCI 1160 - INTRODUCTION TO SOCIAL PROBLEMS (3)

Prerequisite: Exit or exemption from Learning Support reading or ENSL 0090 with a "C" or better. This course is a study of specific problems of social change and conflicts that exist within our evolving society. Observation and analysis of these major social problems can provide insight into the distinctive nature of our society, its pattern of conformity, as well as deviation.

### SOCI 1160H - INTRODUCTION TO SOCIAL PROBLEMS (HONORS) (3)

Prerequisite: Acceptance into the Honors Program.

This course is SOCI 1160 for honors students.

### SOCI 2293 - INTRODUCTION TO MARRIAGE AND FAMILY (3)

Prerequisite: Exit or exemption from Learning Support reading or ENSL 0090 with a "C" or better. This course is the study of human relationships in dating, courtship, marriage, and family life.

## Spanish (SPAN)

### SPAN 1001 - ELEMENTARY SPANISH I (3)

Fundamentals of pronunciation, conversation, intonation, and grammar are emphasized. Oral exercises, varied reading materials, and simple compositions are used extensively to develop interest in and aptitude for acquiring progressive mastery of all aspects of the language: oral comprehension, speaking, reading, and writing. Reading selections provide an opportunity for learning the varied cultures of the Spanish-speaking world.

### SPAN 1002 - ELEMENTARY SPANISH II (3)

Prerequisite: SPAN 1001 or permission of the department chair.

This course continues the work begun in SPAN 1001 with further study of the culture of Spanish-speaking regions.

**SPAN 2001 - INTERMEDIATE SPANISH I (3)**

Prerequisite: SPAN 1002 or permission of the department chair.

This course continues the work begun in Elementary Spanish and completes the survey of the grammatical structure of Spanish.

**SPAN 2002 - INTERMEDIATE SPANISH II (3)**

Prerequisite: SPAN 2001 or permission of the department chair.

This course provides a comprehensive review of Spanish grammar and focuses on reading skills through cultural and literary readings which develop a deeper insight into the culture and peoples of Spain and Spanish America.

**SPAN 2610 - COMPOSITION AND CONVERSATION (3)**

Prerequisite: SPAN 2002 or permission of the department chair.

This course provides intensive training and accurate expression in both the spoken and the written language, based on a grammar review and vocabulary acquisition.

**SPAN 2612 - READING COMPREHENSION AND ANALYSIS (3)**

Prerequisite: SPAN 2002 or permission of the department chair.

This course offers students practice in comprehension of written Spanish and an introduction to critical interpretation using basic techniques of literary analysis.

**Swahili (SWAH)****SWAH 1001 - ELEMENTARY SWAHILI I (3)**

This course provides an introduction to spoken and written Swahili. Using basic grammatical patterns and a fundamental vocabulary, the student becomes familiar with the syntax of the language. Simple texts dealing with cultural topics are used to develop skill in reading. The four skills—speaking, comprehending, reading, and writing—are developed simultaneously.

**SWAH 1002 - ELEMENTARY SWAHILI II (3)**

Prerequisite: SWAH 1001 or permission of the department chair.

This course is a continuation of SWAH 1001.

**SWAH 2001 - INTERMEDIATE SWAHILI I (3)**

Prerequisite: SWAH 1002 or permission of the department chair.

This course introduces more complex, finer points of grammar, expanding vocabulary, and requiring reading of a more demanding linguistic nature.

**SWAH 2002 - INTERMEDIATE SWAHILI II (3)**

Prerequisite: SWAH 2001 or permission of the department chair.

This course is a continuation of SWAH 2001.

**SWAH 2005 - ADVANCED SWAHILI I (3)**

Prerequisite: SWAH 2002 or permission of the department chair.

This course is a continuation of SWAH 2002.

**SWAH 2006 - ADVANCED SWAHILI II (3)**

Prerequisite: SWAH 2005 or permission of the department chair.

This course is a continuation of SWAH 2005.



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# Personnel



## PERSONNEL

### THE UNIVERSITY SYSTEM OF GEORGIA

The 34 public colleges and universities of the University System of Georgia are governed by a 16 member Board of Regents. Members of the Board of Regents are appointed by the governor of the state, subject to confirmation by the State Senate, for regular terms of seven years. The chairperson, vice chairperson, and other officers of the Board of Regents are elected by the Board's members. The chancellor of the Board of Regents serves as the chief executive officer of the Board and as chief administrative officer of the University System of Georgia.

Located throughout the state of Georgia, the colleges and universities of the University System offer programs of study and degrees in a broad range of fields. The system's 15 junior colleges provide the first two years of study toward the baccalaureate degree and career programs which prepare individuals for employment. Thirteen senior colleges offer bachelor degrees with some of them also offering graduate degrees in specific areas. The State System's six universities provide graduate programs leading to master's and doctor's degrees as well as four-year programs leading to bachelor's degrees. All institutions in the University System of Georgia are fully accredited.

Continuing Education programs are also available in many areas of interest for both personal and professional enrichment at University System colleges. The universities are responsible for extensive research programs which are carried out for the purpose of improving the economic and human welfare of the people of Georgia.

**BOARD OF REGENTS**  
**UNIVERSITY SYSTEM OF GEORGIA**  
**270 WASHINGTON STREET, S.W.**  
**ATLANTA, GEORGIA 30334**

#### Members of the

<u>Board of Regents</u>	<u>Term Expires</u>
Hugh A. Carter Jr.	2009
Connie Cater	2006
William H. Cleveland	2009
Michael J. Coles	2008
Joe Frank Harris	2006
Hilton H. Howell, Jr.	2004
John Hunt	2004
Donald M. Leebern, Jr.	2005
Allene H. Magill	2008
Elridge W. McMillan	2003
Martin W. NeSmith	2006
Wanda Yancey Rodwell	2005
J. Timothy Shelnut	2007
Glenn S. White	2005
Joel O. Wooten, Jr.	2006
James D. Yancey	2007

#### Staff of the Board of Regents

**Thomas C. Meredith, Chancellor**

**Shelley Clark Nickel, Special Assistant to the Chancellor**

**Gail S. Weber, Secretary to the Board**

**Margaret Taylor, Deputy to the Senior Vice Chancellor**

**Daniel S. Papp, Senior Vice Chancellor, Office of Academics and Fiscal Affairs**

**Frank A. Butler, Vice Chancellor, Academics, Faculty and Student Affairs**

**Cathie M. Hudson, Associate Vice Chancellor, Strategic Research & Analysis**

**John T. Wolfe, Jr., Associate Vice Chancellor, Faculty Affairs**

**Barry A. Fullerton, Associate Vice Chancellor, Student Services**

**Tonya Lam, Senior Advisor, Student Enrollment/Information Services**

**Rich Loftus, Data Systems Specialist, Financial Aid/Accounts Receivable**

**Joseph J. Szutz, Assistant Vice Chancellor, Planning**

**Marci Middleton**, *Academic Coordinator for Program Review*

**Jan Kettlewell**, *Associate Vice Chancellor, P-16 Initiatives*

**Kathleen Burk**, *Assistant Vice Chancellor, Academic Affairs/Dir. of Regents' Testing*

**Kris Biesinger**, *Assistant Vice Chancellor, Advanced Learning Technologies*

**Richard C. Sutton**, *Senior Advisor for Academic Affairs; Director - International Programs*

**Susan Leisure**, *Assistant Director, Office of International Education*

**Sue Sugarman**, *International Services Coordinator*

**Randall Thursby**, *Vice Chancellor, Information & Instructional Technology/CIO*

**Beth Brigdon**, *Assistant Vice Chancellor, Enterprise Systems & Services*

**Jayne Williams**, *Assistant Vice Chancellor, Library & Customer Information Services*

**Merryl Penson**, *Executive Director, Library Services*

**Tom Maier**, *Executive Director, Strategic Planning & Policy Development*

**John Graham**, *Executive Director, Enterprise Applications Systems*

**John Scoville**, *Executive Director, Enterprise Infrastructure Services*

**William Bowes**, *Vice Chancellor, Office of Fiscal Affairs*

**Usha Ramachandran**, *Budget Director*

**Gerald Vaughan**, *Assistant Budget Director*

**Debra Wike**, *Executive Director, Business & Financial Affairs*

**Robert Elmore**, *Assistant Director, Business Services*

**Michael Cole**, *Assistant Director, Financial Services & Systems*

**Thomas E. Daniel**, *Senior Vice Chancellor, Office of External Activities & Facilities*

**Annie Hunt Burriss**, *Assistant Vice Chancellor, Development & Economic Services*

**Arlethia Perry-Johnson**, *Assistant Vice Chancellor, Media & Publications*

**John Millsaps**, *Director of Communications/Marketing*

**Diane Payne**, *Director of Publications*

**George B. Wingblade**, *Vice Chancellor - Facilities*

**Ms. Linda Daniels**, *Assistant Vice Chancellor, Design & Construction*

**Mr. Peter J. Hickey**, *Assistant Vice Chancellor, Real Properties*

**Mark Demyanek**, *Director of Environmental Safety*

**Ms. Corlis Cummings**, *Senior Vice Chancellor, Office of Support Services*

**Elizabeth E. Neely**, *Associate Vice Chancellor, Legal Affairs*

**J. Burns Newsome**, *Assistant Vice Chancellor, Legal Affairs (Prevention)*

**Robyn A. Crittenden**, *Assistant Vice Chancellor, Legal Affairs (Contracts)*

**William Wallace**, *Associate Vice Chancellor, Human Resources*

**Sherea Timmons**, *Director of Human Resources*

**Ronald B. Stark**, *Associate Vice Chancellor, Internal Audit*

**Lamar Veatch**, *Assistant Vice Chancellor, Georgia Public Library Service*

## INSTITUTIONS OF THE UNIVERSITY SYSTEM OF GEORGIA

### Research Universities

University of Georgia, Athens  
Georgia Institute of Technology, Atlanta  
Georgia State University, Atlanta  
Medical College of Georgia, Augusta

### Regional Universities

Georgia Southern University, Statesboro  
Valdosta State University, Valdosta

### State Universities

Albany State University, Albany  
Georgia Southwestern State University, Americus  
Augusta State University, Augusta  
State University of West Georgia, Carrollton  
Clayton State College and State University, Morrow

Columbus State University, Columbus  
 North Georgia College and State University,  
 Dahlonega  
 Fort Valley State University, Fort Valley  
 Kennesaw State University, Kennesaw  
 Southern Polytechnic State University, Marietta  
 Georgia College and State University,  
 Milledgeville  
 Armstrong Atlantic State University, Savannah  
 Savannah State University, Savannah

### Two-Year Colleges

Darton College, Albany  
 Atlanta Metropolitan College, Atlanta  
 Bainbridge College, Bainbridge  
 Gordon College, Barnesville  
 Coastal Georgia Community College,  
 Brunswick  
 Middle Georgia College, Cochran  
 Dalton College, Dalton  
 Georgia Perimeter College, Decatur  
 South Georgia College, Douglas  
 Gainesville College, Gainesville  
 Macon State College, Macon  
 Floyd College, Rome  
 East Georgia College, Swainsboro  
 Abraham Baldwin Agricultural College, Tifton  
 Waycross College, Waycross

## PERSONNEL

\*The date in parentheses indicates the year of initial appointment at Georgia Perimeter College.

### Executive Team

**Jacquelyn M. Belcher (1995)**, *President*; B.S., Marymount College; M.A., Post Masters, University of Washington; J.D., University of Puget Sound.

**Ronald L. Carruth (1986)**, *Executive Vice President, for Financial and Administrative Affairs*; A.S., Brunswick Junior College; B.B.A., West Georgia College; M.P.A., Valdosta State College.

**Felita T. Williams (1995)**, *Executive Assistant to the President for Advancement and External Affairs*; B.S., M.P.A., Ph.D., The University of Alabama.

**Ronald J. Sheehy (2000)**, *Vice President for Academic and Student Affairs*, B.S., Morehouse College; M.S., Atlanta University; Ph.D., University of Tennessee at Knoxville.

### Campus Provosts

**Dennis R. Harkins (1999)**, *Provost*, B.F.A., M.A., Ohio University; Ph.D., Georgia State University.

**Debra L. McCurdy (1997)**, *Provost*, B.S.Ed., M.Ed., Ph.D., Bowling Green State University.

**Paul Pai (1997)**, *Provost*, B.S., Tunghai University; M.S., University of South Carolina; Ed.D., Nova Southeastern University.

**Sue W. Henderson (1989)**, *Provost (Interim)*; B.S., M.Ed., Georgia State University; additional graduate study, Georgia Institute of Technology, University of Georgia.

### Deans for Academic Services

**Donald M. Pearl (2000)**, *Associate Professor of Physics; Interim Dean, Academic Services*, B.S., Western State College; M.S., New Mexico Institute of Mining and Technology; M.S., Ph.D., University of Nebraska, Lincoln.

**Connie L. Washburn (1990)**, *Associate Professor of Business Information Systems, Interim Dean, Academic Services*, B.B.A., M.S., Georgia State University.

**Elizabeth A. Molloy (1985)**, *Professor of Biology; Dean, Academic Services*, B.S., Chestnut Hill College; Ph.D., Emory University.

**Sarah D. (Sallie) Paschal (1988)**, *Associate Professor of Mathematics, Assistant Dean*, B.S., Presbyterian College; M.Ed., Ed.S. Ph.D., Georgia State University.

**Ronald Lee Swofford (1976)**, *Professor of English; Dean, Academic Services*, A.B., University of North Carolina; M.A., Ed.S., Appalachian State University; Ed.D., Auburn University.

#### Deans for Student Services

**Lisa Fowler (1995)**, *Dean, Student Services*; B.S., Maryville College; M.S., University of Tennessee.

**Norvell Jackson (2001)**, *Dean, Student Services*; B.A., M.Ed., Ed.D., University of Massachusetts at Amherst.

**Irene Prue (2001)**, *Dean, Student Services*; A.S., Champlain College; B.S., M.A., Appalachian State, Ph.D., University of Georgia.

**Rhonda D. Wilkins (1992)**, *Dean, Student Services*, B.A., Spelman College; M.S., University of Tennessee-Knoxville; additional graduate study, Georgia State University.

#### Academic and Student Affairs - Academic Instruction and Support

**Jeanne M. Clerc (1999)**, *Assistant Vice President for Academic Affairs*, B.S., Saginaw Valley College; M.A., Central Michigan University, Ed.D., University of Houston.

**Kathy Gallo (1971)**, *Coordinator, Librarian, LRC Technical Support*, ABJ, University of Georgia; M.Ln., Emory University.

**Bari J. Haskins-Jackson (1982)**, *Assistant to the Vice President for Academic and Student Affairs and Director of Special Programs*, B.A., City College of New York; M.S., Fordham University.

**Rhonda M. Holmes (1989)**, *Interim Assistant Vice President for Student Affairs*, B.S.Ed., M.Ed., University of Georgia.

**Debra M. Moon (1990)**, *Interim Director for the Center for Teaching and Learning; SACS Director; Associate Professor of Legal Environment of Business*, B.A., J.D., University of Tennessee; additional graduate study, Georgia State University.

**Harriet Nichols (1995)**, *Director, International Center*, B.A., Columbia College; M.A., Louisiana State University; Ed.S., Ed.D., The College of William and Mary.

**Coletta Smith-Hassell (2000)**, *Administrative Specialist for Student Affairs*, B.S., University of Maryland at College Park; M.A. Gallaudet University.

**Deborah A. Urquhart (1994)**, *Director of Enrollment Management*, B.S.W., M.Ed., State University College at Brockport; additional graduate study, University of Rochester and Georgia State University.

#### Academic Affairs - Continuing and Corporate Education

**Charlotte Warren (1997)**, *Assistant Vice President*, B.S., M.S., Virginia Commonwealth University; Ph.D., University of Virginia.

**Connie J. Aston (1998)**, *Coordinator, Corporate Education*, A.A., Arkansas State University; B.S.Ed., M.Ed., University of Arkansas; additional graduate work, University of Arkansas.

**Chadwick Bryant (2001)**, *Coordinator, Recreation, Leisure and Personal Enrichment*, B.S., Berry College.

**Sandy Busby (2001)**, *Training and Development Manager*, B.S., University of Southern Mississippi.

**Sheryll Cheek (1998)**, *Coordinator, Admissions and Records*, B.A., Miles College.

**Deborah Factory (1990)**, *Assistant Director, Computer Education*, B.A., M.A., University of Oklahoma.

**Theodore Giordano (2001)**, *Coordinator, Corporate Education*, B.S., M.S., Ph.D., Florida State University.

**Cynthia Hillery-Jackson (1998)**, *Coordinator, Computer and Technology Support*, B.S., Savannah State University; additional study, Armstrong College.

**Kenya King (2001)**, *Coordinator, Marketing*, A.A., Art Institute of Atlanta, B.A., Georgia State University.

**DeAnna Jackson (2002)**, *Program Coordinator*, B.S.W., University of Georgia, M.S. Mercer University.

**Marie Jarrett (2000)**, *Coordinator, Languages and International Initiatives*, B.S., Queens College; D.D.S., Universidad Autonoma de Puebla.

**Fran Mohr (1999)**, *Assistant Director for Corporate Education*, B.A., St. Andrews Presbyterian College.

**Joyce B. Trivieri (1977)**, *Director, Information Resources*, B.A., Colorado State University; M.A., West Georgia College.

**Charles Walker (1998)**, *P.R.E.P. Coordinator*, B.A., Clark University.

#### **Academic Affairs - Center for Distance Learning**

**Robert A. Harrell (1988)**, *Director, Distance Learning*, B.S., M.Ed., Georgia Southern University.

**Carole G. Creekmore (1992)**, *Assistant Director, Distance Learning*, B.A., M.A., Wake Forest University.

**Cecelia A. Jeffries (1996)**, *Instructional Technology Specialist*, B.A., Fisk University.

**Elaine G. Richardson (1986)**, *Program Assistant*, Attended Mississippi State College for Women; Graduate, Birmingham Business College.

**Glenn C. Sierko (1988)**, *Electronics Technician III*, A.S., Blue Hills Technical Institute.

**Nelson Young, Jr., (1996)**, *Instructional Technology Specialist*, B.A., Norfolk State University.

#### **Institutional Support Services**

**Cecile M. Allen (1992)**, *Lab Supervisor, Instructional Support Services*, B.S., Middle Tennessee State University.

**Tobi Ames (2000)**, *Student Affairs Counselor*, A.A., Bunker Hill Community College; B.S., M.S. Georgia State University.

**Tonya Andrews (1995)**, *Administrative Coordinator, Office of the President*, B.S., M.S., Georgia State University.

**Angela Banks (2002)**, *Information Analyst*, B.S., Clayton College and State University

**Audrea Barnes (1996/2000)**, *Student Financial Aid Counselor, Financial Aid and Veterans Affairs*, A. S., Daytona Beach Community College; B.S. University of Florida.

**G. Lamar Bates, Jr. (1971)**, *Coordinator of Photography*, B.A., Northwestern State College of Louisiana; M.A., Northwestern State University of Louisiana.

**Edwin R. Beauchamp (1998)**, *Internal Auditor*, B.S., David Lipscomb University.

**Catherine Binuya (2000)**, *Student Affairs Counselor*, B.S., B.A., University of South Carolina; M.S., Georgia State University.

**Barbara Bishop (1995)**, *Publications Specialist*, B.A., Tougaloo College.

**Ethel S. Brown (1997)**, *Director, Grants*, B.B.A., Mercer University.

**Angela V. Bryant (1999)**, *Associate Director, Financial Aid and Veterans Affairs*, B.S., Tennessee State University.

**D. Wayne Bullard (1982/1990)**, *Work Control Manager, HVAC Diploma*, DeKalb Community College; attending Georgia Perimeter College.

**Brandon Burton (2000)**, *Student Financial Aid Counselor II, Financial Aid and Veterans Affairs*, B.A., University of Illinois at Urbana.

**D. Anthony Bush (1997)**, *Coordinator, Media Services*, B.S., Ohio University; M.A., Ohio University.

**John Carrell (2000)**, *Science Lab Supervisor*, B.A., B.S., M.S., Ph.D., University of Texas at Austin.

**Laura Chase (1996)**, *Training Coordinator*, B.S., Illinois State University; M.A., North Arizona University; additional graduate study, Georgia State University.

**Judy Chastonay (1986)**, *Assistant Director, Human Resources*, Attended the State University of New York at Farmingdale, DeKalb College.

**Alan Clark (2001)**, *Director, Instructional Media and Technology*, B.S., M.Ed., Middle Tennessee State University, Ed.D, University of Tennessee at Knoxville.

- Brian Clemmons (2001)**, Student Development Specialist, B.A., M.A., Clark Atlanta University
- Edward G. Conway (1995)**, *Coordinator, Media Services*, B.S., East Stroudsburg University; M.S., Marywood College.
- Todd A. Cook (1997)**, *Architect*, B.A.E.T., Southern Technical Institute.
- Linda D. Corva (1993)**, *Director, Finance/Accounting*, B.S., State University of New York; M.S., Long Island University.
- Margaret Crozier (1993)**, *Information Systems Coordinator*, A.S., DeKalb College.
- Ann Curtis (1985)**, *Personnel Specialist*, A.S., DeKalb College.
- Freddie Lee Cuspard (1993)**, *Plant Manager*, Attending Morris Brown College.
- Michel Davidson (1990)**, *Assistant Director, Logistical Services*, A.S., DeKalb College, B.B.A., Georgia State University.
- Juliet De La Cruz (1995)**, *Director, Protective Services*, B.A., University of Michigan; M.P.A., Georgia State University.
- Jean Donald (1985)**, *Science Lab Supervisor*, A.A., DeKalb College; B.S., Georgia State University; additional graduate study, University of Georgia.
- Sherry Durren (2002)**, *Librarian, Library Services*, B.A., Agnes Scott College, MLS, University of South Carolina
- Montrell Gaines (2001)**, *Accountant II, Plant Administration*, B.S., M.P.A., Louisiana State University.
- Jerry Gantt (2001)**, *Director, Public Relations*, B.A., Auburn University; M.A.J.C., University of Florida; M.B.A., Jacksonville University.
- Paulette Gardner (1988)**, *Manager, Student Accounts*, A.S., DeKalb College.
- Frances M. Garner (1998)**, *Science Supervisor*, B.A., University of North Carolina at Greensboro, M.A., Appalachian State University.
- Lewis C. Godwin (1991)**, *Director, Plant Operations Planning and Projects*, B.S., B.A., Auburn University.
- Patricia Gregg (2001)**, *Assistant Director, Institutional Effectiveness*, B.S., Boston University; M.B.A., University of South Florida; Ph.D., Pennsylvania State University.
- Glenn O. Hall (1979)**, *Plant Manager*, Attending DeKalb College.
- Mary F. Hamilton (1996)**, *Math Lab Supervisor, Instructional Support Services*, B.S., Southern Polytechnic State University.
- Scott E. Hardy (1988)**, *Director, Plant Operations Support Services*, B.S., Georgia Southern University.
- Valerie Harper (1986)**, *Payroll Supervisor*, A.A., Massey Business College.
- Vera Harper (2001)**, *Coordinator of Compensation and Staff Employment, Human Resources*, B.S. Troy State University, additional graduate studies Keller Graduate School of Management and Auburn University.
- Beth W. Harris (1980)**, *Budget Analyst*, Attended Georgia Perimeter College.
- Tracy Hofrichter (2002)**, *Training Specialist*, B.S., M.Ed., Georgia College and State University.
- Van B. Hope (1985)**, *Director, Finance/Student Accounts*, A.A., Central Florida Community College; B.S., Florida A&M, C.P.A.
- John (Chip) Howard (1995)**, *Coordinator, TV Operations*, A.S., DeKalb College; B.A., Georgia State University.
- Patty Howell (1986)**, *Coordinator, Instructional Support Services*, B.A., Newberry College; M.Ed., Mercer University; additional graduate study, Georgia State University.
- Jennifer A. Jenkins (1982)**, *Manager, Fine Arts Auditorium*, A.A., DeKalb Community College; B.F.A., University of Georgia.
- Pamela Joseph (1999)**, *Webmaster/Senior Programmer*, A.A.T., Gwinnett Technical Institute.
- Amy Jurgens (2000)**, *Accountant III*, B.S., University of Nebraska.
- Bonita King (1996)**, *Associate Director, Financial Aid and Veterans Affairs*, B. Ph., Wayne State University.
- Crystal Knapp (2002)**, *Librarian, Library Services*, B.A., University of Oklahoma, M.S., University of Illinois.
- Galina Kucheryavaya (2001)**, *Web Developer/Programmer III*, A.S., DeKalb College.
- Felice Lane (2000)**, *Associate Director /Technical Services, Financial Aid and Veterans Affairs*, Detroit Business Institute; attended Moorpark College.

- Susan D. Larson (1998)**, *Coordinator, Instructional Support Services*, B.A., University of Texas at Arlington; M.A., Texas Women's University.
- Lisa Terry Lewis (1996)**, *Administrative Coordinator, Human Resources*, B.S., Boston University; M.S., Georgia State University.
- Barbara Lindsay (2000)**, *Assistant Director, Printing Services*.
- Wade Marbaugh (1999)**, *Publications Specialist III*, A.B., Defiance College; J.D., Ohio State University.
- Patrice Masterson (1994)**, *Assistant Director, Human Resources*, B.S., Brown University; M.M., Northwestern University.
- Madara D. McCorkle (1991)**, *Manager, Student Accounts*, B.S., B.A., Appalachian State University.
- Susan McKinnon (1999)**, *Instructional Technologist*, M.A., University of Georgia; B.S., Georgia Southern University.
- Sohayla Mohebbi (1995)**, *Coordinator, Instructional Support Services*, B.S., Tehran University; M.A., Jersey City State College.
- William K. Moss (1992)**, *Instructional Technologist*, attended classes at Dekalb College.
- Phyllis Montgomery (1998)**, *Director, Human Resources*, A.A., Chattanooga State Technical Community College; B.S., M.S., University of Tennessee at Chattanooga; additional graduate study, The University of Tennessee at Knoxville; Tennessee State University.
- Alexander Neville (1992)**, *Public Safety Lieutenant*, Attended Southern University.
- Daphne Norton (1998)**, *Science Lab Supervisor*, B.A., Agnes Scott College, M.S., Ph.D., Northwestern University.
- Frederick Ogolla (1995)**, *Science Lab Supervisor*, B.S., Cheney University of Pennsylvania; M.S., Virginia State University; additional graduate study, Clark Atlanta University.
- M. Lynn Parker (1985)**, *Director, Finance/Budgets*, B.B.A., Georgia State University.
- Derrick A. Patrick (1994)**, *Project Coordinator*, Attending Southern Polytechnic State University.
- David Penly (2001)**, *Science Lab Supervisor*, B.A., M.S., Georgia State University.
- Andrea Pepper (2001)**, *Science Lab Supervisor*, B.S., M.S., Michigan State University.
- Sally Puckett (1993)**, *Work/Family Coordinator*, B.S., M.S., Winthrop College.
- William J. Purcell (1975)**, *Director, Enterprise Support Services*, A.S., DeKalb College; A.B.J., University of Georgia.
- Jimmy G. Ratliff (1976)**, *Public Safety Lieutenant*, B.S., University of Tennessee at Martin.
- Howard Richardson (1999)**, *Student Financial Aid Counselor, Financial Aid and Veterans Affairs*, attended Boston College.
- David R. Robinson (1991)**, *Instructional Technologist*, B.A., Erskine College; M.Div., Columbia International University; M.A., American University, Cairo.
- Timothy Roseberry (1988)**, *Assistant Director, Enterprise Support Services - Networking*, A.S., DeKalb College, additional studies at Georgia State University.
- Francis Eugene Ruffin, Jr. (2000)**, *Director of Library Services*, B.A., University of Georgia; M. Div., Boston University; M.L.S., University of South Carolina.
- Mary K. Sanders (2000)**, *Director, Financial Aid and Veterans Affairs*, B.S., Indiana State University; M.S., Kennesaw State University.
- Carlos G. Scheweinfurth (1994)**, *Graphics Specialist*, B.F.A., Auburn University.
- Claudia Schorr (1993)**, *Librarian III, Library Services*, B.A., Vassar College; M.Ln., Emory University.
- Lee K. Shiver (1991)**, *Technical Projects Manager, Fine Arts*, B.A., Furman University.
- Howard T. Silverstein (2000)**, *Science Lab Supervisor*, B.A., Alfred University, M.S., Ph.D., University of Illinois.
- Connie Simpson (2001)**, *Director, Enrollment and Registration Services*, B.S.B.A., M.B.A., University of Missouri at Columbia.
- Phyllis R. Smith (1992)**, *Associate Director, Financial Aid and Veterans Affairs*, B.A., Morris Brown College; M.Ed., Atlanta University.
- Mischelle Standifer (1993)**, *Supervisor, Accounts Payable*, B.S., Purdue University.



**Jennifer H. Stephens (1998)**, *Art Coordinator*, B.A., Auburn University; additional graduate study, New Orleans Baptist Theological Seminary.

**Michael K. Stone (1995)**, *Science Lab Supervisor*, A.A.S., Virginia Western; B.S., Virginia Polytechnic Institute; M.S., University of Georgia.

**Gayle Suchke (1992)**, *Director, Finance/Payroll*, B.S., North Georgia College.

**Necdet Tasova (1974)**, *Director, Educational Technologies*, B.A., Upper Iowa University; M.A., Central Michigan University.

**Karen Truesdale (1997)**, *Assistant Director, Human Resources/Ombudsperson*, B.S., State University of New York at Buffalo, M.S., M.P.A., State University of New York at Albany.

**George J. Turner (1986)**, *Director, College Services*, B.A., University of the South; M.B.A., Valdosta State University.

**Travis E. Weatherly, Jr. (1979)**, *Assistant Vice President, Facilities*, B.S.A., University of Georgia.

**James Webb (2001)**, *Science Lab Supervisor*, B.S., Fort Valley State University, M.S., Georgia State University, M.P.H., Emory University.

**Bridgett Williams (1986)**, *Student Financial Aid Counselor, Financial Aid and Veterans Affairs*, A.A., DeKalb College.

**Kuan Yang (2000)**, *Director, Institutional Planning and Research*, B.Ed., Sichuan Teachers College; M.A., Nankai University; Ph.D., University of Saskatchewan.

**Christina Zamboni (2002)**, *Web Developer/Programmer III*, B.S., Virginia Tech

**Dawn Zillich (2000)**, *Publications Specialist II*, B.S., Western Carolina University.

#### **Auxiliary Support Services**

**B. Keith Chapman (1993)**, *Assistant Director, Auxiliary Services*, B.S., Berea College; M.S., Georgia State University.

**Craig Lipsey (1998)**, *Program Coordinator, Campus Card*, B.S., Louisiana State University

#### **Institutional Advancement**

**Jeff Tarnowski (1999)**, *Director, Institutional Advancement*, B.S., M.B.A., Bradley University.

**Julia Noble (2000)**, *Development Coordinator*, B.A., Indiana University; M.A., University of Alabama.

**Barney L. Simms (1972)**, *Assistant Professor; Assistant Director, Public Service*, B.A., Knoxville College; M.S., in L.S., Atlanta University.

#### **Student Services**

**Veronique P. Barnes (1995/1997)**, *International Student Counselor*, B.A., Stetson University; M.S., Florida International University.

**Alfred Barney (1992)**, *Head Basketball Coach; Director for Athletics*, A.S., Abraham Baldwin College; B.S., M.Ed., Austin Peay State University.

**Cheryll Bowman-Medhin (1991)**, *Registrar*, B.G.S, M.Ed., Ohio University.

**Jo Anne M. Brabson (1995)**, *District Director, Counseling, Advisement and Testing*, B.A., Marygrove College; M.A., Ph.D., Boston College.

**Daryl Brooks (1997)**, *Coordinator of Student Publications/Sports Information Director*, B.A. Oglethorpe University.

**Elizabeth S. Brophy (1988/1992)**, *Admissions Specialist*, B.A., Agnes Scott College.

**Stephanie Brown (2001)**, *Student Affairs Counselor*, B.S., M.Ed., Old Dominion University.

**Roy Callihan (1997)**, *Degree Program Specialist*, B.S., Wiley College; additional graduate studies, Troy State University.

**Beverly Carruth (1983)**, *Coordinator, Education Affairs*, A.S., DeKalb College; additional study, Georgia State University, Mercer University.

**L. Gary Christian (1992)**, *Associate Professor/Student Affairs Counselor*, A.A., Gulf Park Junior College, B.A., The University of Alabama, M.Ed., West Georgia College; Ed.D., The University of Alabama.

- Mavis A. Clarke (1989)**, *Educational Program Specialist, Disability Services*, A.A., Highland Park Community College; B.S., Texas Southern University; M.Ed., University of Georgia.
- Elizabeth D. Clow (1986)**, *Director, Advising and Counseling Services*, B.A., University of Tennessee; M.Ed., University of Georgia; Ed.D., University of Georgia.
- Angela Cooley (1993)**, *Admissions Specialist*, B.S., Johnson C. Smith University.
- Marjorie Cowan (1986)**, *Director, Advising and Counseling Services*, B.A., MacMurray College; M.A., Wayne State University.
- Jennifer Cyers (2001)**, *Student Affairs Counselor, Center for Disability Services*, B.S., Georgia College and State University, M.S., Georgia State University.
- Trichele L. Davenport (1999)**, *Student Affairs Counselor*, B.S., University of Southwestern Louisiana; M.A., Xavier University of Louisiana.
- Laura Day (2000)**, *Admissions Recruiter*, B.S., University of Alabama; additional graduate study Georgia State University.
- Carol B. Doris (1990)**, *Director, Advising and Counseling Center*, B.A., Emory University; M.Ed., University of Chattanooga; Ed.S., Georgia State University.
- Elsie Evans (1992)**, *Student Financial Aid Counselor*, B.S., Albany State College.
- Joe E. Evans (1992)**, *Degree Program Specialist*, A.A.S., Community College of the Air Force; B.A., Union University; M.Div., The Southern Baptist Theological Seminary; additional graduate study, Georgia State University, Emory University.
- Marsha Fernandez (1986)**, *Student Financial Aid Counselor, Financial Aid and Veterans' Affairs*; DeKalb Technical Institute.
- Jason M. Gladman (1996)**, *Instructor/Student Affairs Counselor*, B.S., M.R.C., Bowling Green State University.
- Janet E. Harrell (1977)**, *Degree Program Specialist/Admissions Recruiter*, B.A., Georgia State University; additional graduate study, Georgia State University.
- Erin R. Hart (1980)**, *Registrar*, B.S., Florida State University; M.Ed., University of Georgia.
- Kendra H. Helm (1991)**, *Assistant Registrar*, A.S., DeKalb College; B.S., Georgia State University.
- Mary Hickman-Brown (1993)**, *Admissions Counselor*, A.A., Des Moines Community College; B.S., Drake University; M.Ed., Southern Illinois University.
- Charlotte Holmes (1977)**, *Coordinator, Records*, A.S., DeKalb College.
- Alva Johnson-Gissentanner (1996)**, *Student Financial Aid Counselor II*, B.S., DeVry Institute of Technology.
- Janea Johnson (2000)**, *Director, Student Life*, B.A., Iowa State University; M.A., Bowling Green State University.
- Christopher Kinney (2002)**, *Student Affairs Counselor, Center for Disability Services*, B.S., M.A., University of Alabama at Birmingham.
- Jennifer S. Kwok (1995)**, *Coordinator, Records*, B.B.A., Georgia State University.
- Sheila J. Lowery (2000)**, *Assistant Registrar*, B.A., M.S., Niagara University.
- Mary E. Marbut (1997)**, *Psychometrist*, B.A., M.Ed., University of Georgia; additional graduate study, Georgia State University.
- Archeadene Marshall (1987)**, *Admissions Specialist*, B.A., Albany State College; additional graduate study, Troy State University.
- Don McCormick (1986)**, *Director, Advising and Counseling Services Center*, B.A., Southeastern Bible College; M.A., Wheaton College; M.Ed., Ed.S., Georgia State University.
- Deborah Myrick (1990)**, *Section Supervisor*, B.S., Kennesaw State College.
- Judith C. Nichols (1989)**, *Registrar*, B.A., Texas Tech University; M.S., University of Georgia; additional graduate study, University of Georgia.
- Karen Owen (1997)**, *Admissions Specialist*, B.B.A., Georgia State University.
- Roger H. Ozaki (1970)**, *Coordinator of Testing*, B.S., University of Georgia; M.Ed., Georgia Southern University; Ed.D., University of Georgia.
- Lori Payne (1992)**, *Psychometrist*, B.S., University of Missouri.

- Rodney Pegues (1995)**, *Assistant Director, Wellness*, B.S., Louisiana Tech University; M.S., Georgia State University.
- Kathryn L. Quin (1986)**, *International Student Advisor*, DeKalb College.
- Carmelle Robert-Earwoc (1998)**, *Director, Student Life*, B.A., Daemen College; M.S., State University College at Buffalo.
- Michael Sanseviro (1999)**, *Director of Student Life*, B.A., Emory University; M.S., Florida State University; additional coursework toward M.B.A., Polytechnic University.
- Sheree S. Simpson (1986/1996)**, *Registrar*, B.A., Spelman College; M.Ed., Georgia State University.
- Lyndle E. Smith (1988)**, *Assistant Registrar*, B.A., University of Richmond; additional graduate study, Virginia Commonwealth University, University of Connecticut.
- Sonja Y. Smith (1997)**, *Psychometrist*, B.A., Grambling State University.
- Julie A. Tittle (1993)**, *Assistant Professor/Student Affairs Counselor*, B.S., M.S., University of Tennessee.
- Will Waters (1995)**, *Admissions Specialist*, A.S., DeKalb College.
- Sheila Y. White (1972)**, *Section Supervisor*, DeKalb College; DeKalb Technical Institute.
- Robert Wigfall (1996)**, *Instructor/Student Affairs Counselor*, B.S., M.S., Indiana State University.
- Renee Wright (2000)**, *Admissions Specialist*, B.A., University of Kentucky; additional graduate study Central Michigan University and University of Kentucky.
- Robert Aldesron (2001)**, *Assistant Professor of History*, B.A., M.A., Ph.D., University of South Carolina.
- John V. Aliff (1990)**, *Professor of Biology*, B.S., M.S., Marshall University; Ph.D., University of Kentucky.
- Kathy E. Allen (1985)**, *Assistant Professor of Reading*, B.S.E.D., University of Georgia; M.E.D., Georgia State University.
- Ann J. Anderson (1979)**, *Professor of English*, B.S., Florida State University; M.A., Georgia State University; Ph.D., Emory University.
- John R. Anderson, Jr. (1992)**, *Associate Professor of Geology*, B.S., M.S., Bowling Green State University; Ph.D., University of Pittsburgh.
- Tommy Joe Anderson (1976)**, *Professor of Music, Department Chair*, B.M., Shenandoah Conservatory of Music; M.M., D.M.A., West Virginia University.
- Jose T. Arancibia (1987)**, *Associate Professor of Spanish*, B.A., Universidad de Chile; M.A., Ohio University; additional graduate study, University of California, Davis.
- Larry Armstead (1992)**, *Assistant Professor of Biology*, B.S., University of Tennessee-Martin; M.Ed., Ed.S., Georgia State University.
- Mohammad Aslam (1991)**, *Associate Professor of Mathematics*, B.S., Punjab University; M.S., University of Islamabad; M.Phil., Quad-I-Azam University.
- Maher M. O. Atteya (2000)**, *Assistant Professor of Chemistry*, B.S., M.S., Carl Schorlemmer Technische Hochschule, M.S., Kansas State University, Ph.D., Colorado School of Mines.
- John Bacheller, Jr. (1990)**, *Associate Professor of Legal Environment of Business*, B.A., Denison University; J.D., Emory University.
- Said Bagherieh (1992)**, *Associate Professor of Mathematics*, B.S., College of Telecommunications, Tehran, Iran; M.A., M.B.A., Marshall University.
- Beryle I. Baker (1979)**, *Associate Professor of Social Science*, B.A., Norfolk State College; M.Ed., Central Missouri State University; Ed.S., Georgia State University; Ed.D., Auburn University.
- William T. Barber, Jr. (1981)**, *Associate Professor of History/Geography/Political Science*, B.A., M.Ed., Georgia State University; additional graduate study, Georgia State University.

## Faculty

- Sarah E. Abernathy (2000)**, *Instructor/Librarian*, B.M.E., M.M.E., Quachita Baptist University; M.L.S., University of Alabama.
- Teresa B. Adams (1991)**, *Associate Professor of Business Information Systems*, B.S., Bowling Green State University; M.B.A., Mercer University.
- Patricia A. Ahanotu (1994)**, *Associate Professor of Biology*, B.S., University of Ife; M.A., Bemidji State University; Ph.D., Texas Woman's University.

- E. Ellen Barker (1992)**, *Associate Professor of English*, B.S., Ball State University; M.A., University of Missouri-Columbia; Ph.D., Georgia State University.
- Joseph W. Barnes (1999)**, *Associate Professor, Library Services, Director of Learning Resources*, B.A., M.A., University of Rochester, M.A., Ph.D., M.L.S., State University of New York at Buffalo.
- Ellen Barrow (1996)**, *Instructor, Librarian*; B.A., University of South Dakota; M.L.S., Emporia State University.
- Barbara Bateman (2001)**, *Instructor of French*, B.A., University of Georgia, M.A., University of California at Santa Barbara.
- John Steven Beauchamp (1992)**, *Associate Professor of English*, B.A., M.A., University of Georgia; Ph.D., University of Tennessee, Knoxville.
- Connell J. Bell (2000)**, *Instructor/Librarian*, A.A., Santa Fe Community College; B.A. University of Florida; M.S.L.S., Clark Atlanta University.
- Betty J. Benardo (1989)**, *Assistant Professor of Mathematics, Department Chair (Interim)*, B.A., Pfeiffer College; M.A., Wake Forest University.
- Kimberly N. Bennekin (2000)**, *Instructor of Mathematics*, B.S., Spelman College, M.A., University of South Florida, Ed. S., University of Georgia.
- Mario A. Bennekin (2000)**, *Instructor of History*, B.A., Morehouse College, M.A., Valdosta State University.
- Kim Bennett (1991)**, *Assistant Professor of Mathematics*, B.M.E., Troy State University; M.A.M.S., University of Georgia; additional graduate study, Georgia Institute of Technology.
- Julia E. Benson (1991)**, *Assistant Professor of Computer Science*, B.S., University of Georgia; M.S., Case Western Reserve University.
- Polly Bouker (2001)**, *Instructor of Geology*, B.S., Western Carolina University, M.S., University of Georgia.
- Frederick W. Bounds (1989)**, *Associate Professor of Business Information Systems*, B.A., Florida State University; M.B.A., University of South Florida; additional graduate study, Kennesaw State College, The University of Central Oklahoma, CCP.
- Martha S. Bowles (2000)**, *Instructor of English*, A.A., Broward Community College, B.A., Florida Atlantic University, M.Ed., University of Georgia.
- Beryle Boyd (1988)**, *Assistant Professor of Mathematics*, B.S.Ed., University of Georgia; M.A.T., Georgia State University.
- Laura D. Breedlove (1990)**, *Professor of English; Department Chair*, B.A., University of Georgia; M.Ed., Armstrong State College; Ph.D., University of Georgia.
- Margee B. Bright-Ragland (1990)**, *Assistant Professor of Art, Arts Coordinator*, B.F.A., Auburn University; M.F.A., Georgia State University.
- Wendell S. Broadwell (2000)**, *Assistant Professor of Political Science*, B.A., M.G.A., Georgia State University, D.P.A., University of Georgia.
- Timothy H. Brotherton (1990)**, *Assistant Professor of English as a Second Language*, B.A., Davidson College; Ed.M., State University of New York at Buffalo.
- Donna Brouillette (1991)**, *Associate Professor of Mathematics*, B.S., Georgia Institute of Technology; M.S., Creighton University.
- Barbara L. Brown (1989)**, *Professor of Psychology, Department Chair*, A.B., Brown University; Ph.D., Massachusetts Institute of Technology; Psy.D., Georgia School of Professional Psychology.
- Louvincey D. Brown (1989)**, *Assistant Professor of Speech*, B.S., Fort Valley State College; M.A., University of Georgia; additional graduate study, Georgia State University.
- Brendalyn M. Browner (1979)**, *Assistant Professor of Nursing*, B.S.N., Albany State College; M.S.N., Medical College of Georgia.
- Susan Buchholz (1995)**, *Assistant Professor of Nursing*, B.S.N., Graceland College; M.S.N., Georgia State University.

- Maureen F. Burkart (1996)**, *Assistant Professor of Chemistry*, B.S., University of Alabama at Birmingham; Ph.D., University of Florida.
- Peter A. Bursi (1998)**, *Instructor/Librarian*, A.A.S., State University of New York at Morrisville, B.S., State University of New York at Oneonta, M.L.S., State University of New York at Albany.
- Rose Ann Camalo (1994)**, *Associate Professor of English/English as a Second Language*, B.A., McNeese State University; M.A., University of Southwestern Louisiana; Ph.D., Florida State University.
- Joseph A. Cannon, Jr. (1991)**, *Associate Professor of Sociology*; B.A., LeMoyne College; M.A., Ph.D., Cornell University.
- Bethany B. Cardon (1991)**, *Assistant Professor of Spanish*, B.A., Samford University; M.H.S., Auburn University.
- Gary Carrico (1995)**, *Assistant Professor of Political Science*, B.S., High Point College; M.A., Auburn University; additional graduate study, Emory University.
- Rene Y. Carrie (1981)**, *Associate Professor of History/Anthropology*, B.A., Wake Forest University; M.A., University of Iowa; additional graduate study, Emory University, Georgia State University.
- Catherine W. Carter (1991)**, *Associate Professor of Biology*, B.S., M.Ed., Ph.D. Georgia State University.
- Douglas M. Casey (1983)**, *Assistant Professor of Physical Education*, A.A., DeKalb College; B.S., Florida State University; M.Ed., Georgia State University.
- Jui-Wen Ginger Chen (1998)**, *Assistant Professor of Music*, B.M., University South Carolina; M.M., D.M., Northwestern University; Certificate of Piano Performance and Pedogogy, Piano Institute of Saint Petersburg Conservatory.
- Brenda Cherry (1992)**, *Assistant Professor of Nursing*, B.S.N., Bethel College; M.S.N., Emory University.
- Ashrafal A. Chowdhury (1989)**, *Associate Professor of Mathematics/Computer Science*, B.S., M.S., University of Dhaka, Bangladesh; M.S., M.A., Ball State University.
- Faye L. Clark (1967)**, *Professor of Speech/Drama/Journalism*, B.A., University of Southwestern Louisiana; M.A., University of Georgia; Ph.D., Georgia State University.
- Glenn R. Clark (1990)**, *Associate Professor of Biology*, B.S., Wake Forest University; M.D., The Bowman Gray School of Medicine of Wake Forest University.
- Kim Clark (1995)**, *Assistant Professor of Sociology*; B.S., Southern University A&M; M.A.T., Grambling State University.
- Susan T. Clarke (1990)**, *Assistant Professor of Dental Hygiene*, B.S., Medical College of Georgia; M.Ed., Georgia State University.
- Richard B. Clow (1978)**, *Professor of History*, B.A., University of Maryland; M.A., Memphis State University; Ph.D., University of Georgia.
- Stephanie N. Coffin (1990)**, *Associate Professor of English/English as a Second Language*, B.A., M.A.T., M.S., Georgia State University; additional graduate study, Georgia State University.
- Pamela Colbenson (1986)**, *Associate Professor of History*, B.A., Florida State University; M.A., Ph.D., Georgia State University.
- Landon Coleman (1989)**, *Associate Professor of English/Speech/Drama*, B.A., Principia College; M.A., Southern Illinois University; A.M., Brown University; additional graduate study, Georgia State University.
- Ray E. Collings (1993)**, *Assistant Professor of Mathematics*, B.A., Wheaton College; M.S., University of Notre Dame.
- Cohen S. Colvard (2000)**, *Instructor of Accounting*, B.B.A., M.T.X., Georgia State University.
- Jose A. Cortes (2001)**, *Assistant Professor of Spanish*, B.A., Escuela Normal Superior de Nayarit, M.A., New Mexico State, Ph.D., University of Arizona.
- Xuchitl N. Coso (1996)**, *Assistant Professor of Spanish*, B.A., M.A., University of Northern Iowa; M.A., University of Illinois.
- Lawrence M. Coty (2000)**, *Instructor of Mathematics*, B.A., University of Illinois at Chicago, M.Ed., Georgia State University.
- Jim M. Cox (1980)**, *Associate Professor of Economics/Political Science*, B.B.A., University of Georgia; M.Ed., Georgia State University; additional graduate study, Georgia State University.

- Rosemary D. Cox (1985)**, *Professor of English*, A.A., DeKalb College; B.A., M.A., Georgia State University; Ph.D., Emory University.
- Jessica M. Craig (2000)**, *Assistant Professor of Mathematics*, B.A., M.A., Ph.D., University of South Florida.
- Douglas L. Crane (1972)**, *Associate Professor of History/Political Science*, A.A., Brevard Jr. College; B.A., M.A., University of South Florida; Ed.S., Georgia State University; Ph.D., Pacific Western University.
- Jeanette A. Crawford (1998)**, *Instructor of Nursing*, B.A., Barrington College; M.S.N., Boston University.
- Valerie M. Crawford (2000)**, *Assistant Professor of English*, B.A., Tougaloo College, M.A., Ph.D., University of North Carolina-Chapel Hill.
- Carole G. Creekmore (1992)**, *Assistant Professor of English, Assistant Director for Distance Learning*, B.A., M.A., Wake Forest University.
- Tina M. Crocco (1990)**, *Associate Professor of Speech*, B.A., M.S.C., Auburn University; additional graduate study, Georgia State University.
- David M. Cromer (1986)**, *Assistant Professor of English*, B.A., M.A., Southeast Missouri State University; additional graduate study, Georgia State University.
- Marva Cooper Cromer (1981/1987)**, *Associate Professor of Reading*, A.A., DeKalb College; B.S., M.Ed., Georgia State University; additional graduate study, Georgia State University, Georgia School of Professional Psychology.
- Ann W. Crowson (1988)**, *Associate Professor of Mathematics*, B.S., Mississippi State University; M.Ed., Georgia State University.
- Derwin Daniels (1999)**, *Coordinator, Fire Management*, A.A.S., Lamar University, B.S., M.S., University of Houston.
- Calandra Davis (1998)**, *Instructor of Mathematics*, B.A., Trenton State College; M.A., University of Pittsburgh.
- Lisa A. Davis (1993)**, *Assistant Professor of Accounting*, B.B.A., M.A.C.C., University of Georgia, C.P.A.
- Mary Ellen Davis (1991)**, *Assistant Professor of Mathematics*, A.B., St. Louis University; A.M., University of Missouri, Columbia.
- Jean Dawson (1989)**, *Associate Professor of Physical Education*, B.S., Winthrop University; M.S., University of North Carolina, Greensboro; Ed.S., Georgia State University.
- Brenda Deal (1986)**, *Associate Professor of Reading*, B.S., Appalachian State University; M.Ed., Ph.D., Georgia State University.
- Peggy Deierhoi (1991)**, *Associate Professor of Mathematics*, B.S., The College of William and Mary; M.Ed., Georgia State University.
- Michael L. Denniston (1987)**, *Associate Professor of Chemistry*, B.A., Knox College; M.B.A., University of Kansas; M.Sc., Ph.D., The Ohio State University.
- Debra K. Denzer (1988)**, *Associate Professor of English/English as a Second Language, Department Chair*, B.A., M.A., University of Florida; additional graduate study, Georgia State University.
- W. Lawrence Dickinson (1965/1972)**, *Professor of Chemistry*, B.S., Birmingham-Southern College; M.S., Ph.D., Emory University.
- Michael Diebert (2001)**, *Instructor of English*, B.A., University of Tennessee at Knoxville, M.A., University of Alabama at Tuscaloosa.
- Mariam W. Dittmann (1991)**, *Associate Professor of Physics/Astronomy, Department Chair*, B.S., Furman University; M.S., University of Georgia; additional graduate study, University of Georgia.
- Priscilla J. Dodds (2000)**, *Assistant Professor of Computer Science*, B.A., University of Rochester, M.A., University of North Florida, additional graduate studies at Georgia Institute of Technology.
- M. Agnes Donaldson (1972)**, *Associate Professor of English*, A.B., Mercer University; M.A.T., University of North Carolina.
- Jodeen D. Ducharme (1992)**, *Assistant Professor of Speech*, B.A., College of Saint Benedict; M.A., University of Wisconsin-Superior; additional graduate study, University of Colorado-Colorado Springs, Georgia State University.
- Karen Q. Duncan (2000)**, *Instructor of Reading*, B.A., M.Ed., Georgia State University.

- Margo L. Eden-Camann (1985)**, *Associate Professor of English*, B.S., Georgia Southern University; M.Ed., Valdosta State University; additional graduate study, University of North Carolina at Chapel Hill, Emory University, and Georgia State University.
- Rodger Hank Eidson (1996)**, *Assistant Professor of English/Joint Enrollment*, A.B.J., University of Georgia; M.A., University of Tennessee at Chattanooga; additional graduate study, Georgia State University.
- James D. Engstrom (1998)**, *Assistant Professor of Geography*, B.A. University of Wisconsin; M.C.R.P., Harvard University; M.A., Ph.D., Clark University.
- Maryann Errico (1992)**, *Associate Professor of Reading*, B.A., York College of The City University of New York; M.S., Hofstra University; additional graduate study, Georgia State University.
- Elizabeth (Sharifa Saa) Evans (1994)**, *Associate Professor of English*, B.S., M.S., State University of New York at New Paltz; Ph.D., The Union Institute at Cincinnati.
- Linda L. Exley (1979)**, *Associate Professor of Mathematics*, B.S.Ed., University of Georgia; M.S.T., Georgia Southern University; M.A., Penn State University.
- Janan B. Fallon (1991)**, *Assistant Professor of Spanish*, B.A., Stetson University; M.Ed., University of Georgia; additional graduate study, Georgia State University.
- Dan Fawaz (1987)**, *Professor of Psychology*, B.S., University of New Hampshire; M.S., University of North Carolina, Greensboro; Ph.D., Michigan State University.
- Kenneth Fenster (1991)**, *Associate Professor of History*, B.A., Transylvania College; M.A., Ph.D., Marquette University.
- Lori-Gene Fenster (1994)**, *Assistant Professor of Art*, B.V.A., M.F.A., Georgia State University; additional graduate study, Texas Tech University.
- Solomon Fesseha (1991)**, *Associate Professor of Physics*, B.S., Addis Ababa University, Ethiopia; M.S., Ph.D., State University of New York at Albany.
- Bruce D. Finkbone (1998)**, *Instructor of Interpreter Training*, B.A., University of Kentucky.
- Randy Finley (1992)**, *Associate Professor of History*, B.S., Phillips University; M.A., University of Central Arkansas; Ph.D., University of Arkansas; additional graduate study, Georgia State University.
- James M. FitzSimons, Jr. (1975)**, *Associate Professor of English*, B.A., The University of the South; M.A., Ph.D., Emory University; additional study, Georgia State University post-doctoral.
- Robert Flynn (2001)**, *Assistant Professor of History*, B.A., University of Massachusetts, M.A., Ph.D., University of Kentucky.
- Dina Foster (1998)**, *Assistant Professor of French*, B.A., M.A., Ph.D., Michigan State University.
- Hayward Fountain (1990)**, *Associate Professor of Physical Education*, A.A., Brewton Parker College; B.S., Georgia Southern University; M.Ed., Georgia College; Ed.S., Ed.D, Atlanta University.
- Charles W. Fox (1999)**, *Instructor of English; Coordinator Joint Enrollment*, B.B.A., Baylor University; M.F.A., George Mason University.
- Katherine B. Gallo (1971)**, *Assistant Professor, Coordinator of Technical Services, Library Services*, A.B.J., University of Georgia; M.Ln., Emory University.
- Kae Gershon (2001)**, *Assistant Professor of Physics*, A.A., DeKalb College, B.S., M.S., Georgia State University, Ph.D., Emory University.
- Jeanette Gibson-Allen (1991)**, *Associate Professor of English*, B.A., University of Guyana; Diploma of Education, University of Guyana; M.A., University of Port Harcourt Nigeria; Ph.D., Georgia State University.
- James L. Gonzales (1991)**, *Associate Professor of Psychology*, A.A., Taft College; A.S., Green River Community College; B.A., Evergreen State College; M.A., Seattle University; Ph.D., Georgia State University; additional graduate study, University of Washington, School of Medicine.
- Heidi J. Goodwin (2000)**, *Instructor of English and Reading*, B.A., University of Richmond, M.A., University of Kentucky.
- Pamela J. W. Gore (1989)**, *Professor of Geology*, B.S, University of Maryland; M.S., M.Phil., Ph.D., George Washington University.

- Madelyn T. Gould (1980)**, *Assistant Professor of Mathematics*, A.A., DeAnza Community College; B.A., M.S., San Jose State University; additional graduate study, Emory University.
- Thomas Graham (1995)**, *Associate Professor of History*, B.A., University of Iowa; M.A., Western Illinois University; Ph.D., Northern Illinois University.
- Ilene Grant (1987)**, *Associate Professor of Mathematics*, B.A., B.S., University of Cincinnati; M.Ed., Georgia State University.
- Carl H. Griffin (1977)**, *Associate Professor of English*, A.B., University of North Carolina at Chapel Hill; M.A., University of Florida; additional graduate study, University of Florida.
- Mark F. Griffin (2000)**, *Instructor of Psychology*, B.A., University of South Florida, M.A., University of Central Florida; additional graduate study, Argosy University.
- Edna R. Griggs (1993)**, *Nursing Skills Lab Instructor*, B.S.N., Winston Salem State University.
- Jeffrey E. Gutliph (1991)**, *Associate Professor of Mathematics*, B.S., M.S., University of Mississippi.
- William Guyton (2001)**, *Instructor of Anthropology and Geography*, B.S., M.S., University of Southern Mississippi.
- Steven L. Hale (1991)**, *Associate Professor of English*, B.A., Emory University; M.A., Ph.D., University of Georgia.
- Barbara Jean Hall (1989)**, *Associate Professor of English/English as a Second Language*, B.S., East Carolina University; M.A., Wake Forest University; M.S., Georgetown University.
- Mary Susan Hall (1990)**, *Associate Professor of Mathematics*, B.A., M.A., University of South Florida.
- Michael L. Hall (1989)**, *Assistant Professor of English*, B.A., M.F.A., University of Alabama.
- Joyce M. Handwork (1992)**, *Assistant Professor of Mathematics*, B.A., Malone College; M.Ed., North Georgia College.
- Sandra A. Hanner (1996)**, *Assistant Professor of English*, B.A., M.A., University of Georgia; additional graduate study, Georgia State University.
- Jacqueline T. Harbison (1970)**, *Professor of Physical Education*, B.S., Berry College; M.Ed., Ed.S., University of Georgia; Ed.D., Auburn University.
- Ann W. Hardy (1986)**, *Associate Professor of Mathematics*, B.A., Mercer University; M.A.T., Emory University.
- Carol A. Harris (1988)**, *Instructor of English*, B.A., Spelman College; M.A., Atlanta University; additional graduate study, University of Michigan, Ann Arbor.
- Kay Harrison (2001)**, *Instructor of English*, B.A., Mercer University at Macon, M.Ed., Georgia State University.
- Karry L. Hathaway (2000)**, *Instructor of English*, A.A., Gordon College, B.A., M.Ed., University of Georgia.
- Wonda Henderson (1991)**, *Assistant Professor of Reading*, B.A., Spelman College; M.Ed., Valdosta State University.
- Andrea M. Hendricks (1993)**, *Assistant Professor of Mathematics*, B.S., Palm Beach Atlantic College; M.S., Florida State University.
- Todd A. Hendricks (1992)**, *Assistant Professor of Mathematics*, B.S., West Georgia College; M.S., Florida State University.
- Ming-Hang Her (2001)**, *Instructor of Mathematics*, B.S., Hong Kong Baptist University, M.C.M., New Orleans Baptist Theological Seminary, additional graduate studies at Georgia State University.
- Lawrence Hetrick (1987)**, *Assistant Professor of English*; B.A., University of Florida; M.A., Johns Hopkins University.
- Gloria M. Hitchcock (1991)**, *Associate Professor of Mathematics*, B.A., Annhurst College; M.A., University of Hartford.
- Janet Hollier (1992)**, *Assistant Professor of Speech*, B.S., Oklahoma State University; M.A., Bowling Green State University; additional graduate study, Oklahoma State University, Georgia State University.
- C. Norman Hollingsworth (1981)**, *Associate Professor of Economics/Business Information Systems*, A.A., Anderson College; B.S., University of South Carolina; M.B.A., Georgia State University; additional graduate study, Georgia State University, University of Georgia.



- Mary Carole Hollingsworth (2000)**, *Instructor of Business Information Systems*, A.S., DeKalb College; B.B. A., M.B.A., Kennesaw State University; additional graduate study, Kennesaw State University and University of Georgia.
- Anant G. Honkan (1997)**, *Assistant Professor of Engineering*, B.E., Karnatak University, India; M.E., M.S., City College of the City University of New York; Ph.D., City University of New York.
- Napolita S. Hooper-Simanga (1995)**, *Assistant Professor of English*, B.A., DePaul University; M.A., University of Colorado; D.A.H., Clark Atlanta University.
- Sandee D. House (1991)**, *Associate Professor of Mathematics*, B.S., M.A., Ed.S., The University of Alabama; additional graduate study, Georgia State University.
- Francis Hubbard (2001)**, *Associate Professor of English, Department Chair*, B.A., Amherst College, M.A., Ph.D., University of California at Berkeley.
- Deborah T. Huntley (1998)**, *Assistant Professor of Nursing*, B.S., Boston College; M.S., Georgia State University.
- Wanda Jacak (1999)**, *Instructor Library Services*, M.A., Wroclaw University; M.S.L.S., Clark Atlanta University.
- Alan Jackson (1992)**, *Associate Professor of English*, B.S., University of Southern Indiana; M.A., University of Dayton; Ph.D., University of Tennessee at Knoxville.
- Phyllis W. Jackson (2000)**, *Assistant Professor/Librarian*, B.A., Albany State College; M.L.S., Emory University.
- Robin D. Jenkins (2000)**, *Associate Professor of English, Department Chair*, B.A., State University of West Georgia; M.A., University of Tennessee at Knoxville.
- Beth Jensen (1989)**, *Associate Professor of English*, B.A., Hastings College; M.A., University of Nebraska; Ph.D., University of Georgia.
- Gloria Johns (2001)**, *Instructor of Nursing*, A.A., A.D.N., Prairie State College, B.S.N., Graceland University, M.S.N., Brenau University.
- Ken P. Johnson (2000)**, *Assistant Professor of English*, B.A., University of Northern Iowa, M.A., Ph.D., Florida State University.
- Alyse W. Jones (1992)**, *Assistant Professor of English*, B.A., B.S., University of Maryland; M.A., University of Georgia.
- Lee Brewer Jones (1992)**, *Associate Professor of English*, B.A., West Georgia College; M.A., University of Georgia.
- Laurin R. Jordan (1995)**, *Assistant Professor of Mathematics*, B.S., M.S., East Tennessee State University; additional graduate study, Georgia State University.
- Mundia James Kahiga (1990)**, *Assistant Professor of Economics*, B.A., Jersey City State College; M.A., Rutgers University.
- Beryl G. Kalisa (1992)**, *Assistant Professor of History*, B.A., Spelman College; M.Ed., Boston University; M.S., Simmons College; Ed.S., Wheelock College.
- Ronda Karelitz (1987)**, *Assistant Professor of Dental Hygiene; Department Chair, Dental Hygiene*, A.A.S., Greenville Technical; B.S., University of North Carolina, Chapel Hill; M.Ed., The Citadel; additional graduate study, The Citadel, Corpus Christi State University.
- Sarah L. Keeling (1991)**, *Assistant Professor of Nursing*, B.S.N., Lenoir Rhyne College; M.N., Emory University.
- Sharon Keener (1990)**, *Associate Professor of Mathematics*, A.A., DeKalb College; B.S., M.A.T., Georgia State University.
- Myung H. Kim (1993)**, *Associate Professor of Chemistry*, B.S., Sung Kyun Kwan University; M.S., University of Nebraska; Ph.D., University of Oklahoma.
- Robert J. King (2000)**, *Instructor of Political Science*, B.A., University of California, M.A., University of Florida, M.A., Emory University.
- Patricia Knowles (2001)**, *Instructor of English*, A.B., Georgia Southern University, M.Ed., Georgia State University.
- Stephen M. Koplun (2000)**, *Assistant Professor/Librarian*, B.A., Windham College; M.L.N., Emory University; Ph.D., Georgia State University.

- Cynthia D. Kreutzer (2000)**, *Instructor of Psychology*, B.A., M.A., University of North Carolina at Chapel Hill, M.S., Nova Southeastern University.
- Kim L. Krinsky (1995)**, *Assistant Professor of Psychology*, B.A., Cornell University; M.A., Ph.D., Emory University.
- Diane M. Lahaise (2000)**, *Instructor of Biology*, B.A., Boston University, M.S., Antioch University.
- Ulrike Lahaise (1998)**, *Instructor of Physics/Astronomy*, B.S., University of Heidelberg; M.S., University of Kentucky.
- William H. Lahaise (1994)**, *Assistant Professor of Physics/Astronomy*, B.A., Boston University; M.S., University of Kentucky.
- Teresita L. Lampe (1991)**, *Associate Professor of Chemistry*, B.S., Adamson University; M.S., Ph.D., Wayne State University, post doctorate work at the University of Michigan.
- Sarah L. Larson (1978)**, *Associate Professor of English; Department Chair, Humanities*, B.A., Monmouth College; M.A., University of Illinois; additional graduate study, New York University.
- John R. Lassiter (2000)**, *System Librarian, Instructor*; B.A., Columbus State University, M.S., Clark Atlanta University.
- Eva C. Lautemann (1976)**, *Assistant Professor, Library Services, Director of Learning Resources*, B.A., Purdue University; M.S. in L.S., Atlanta University.
- Kouok K. Law (1992)**, *Associate Professor of Mathematics*, B.A., University of Madagascar; M.A., State University of New York-Albany; Ph.D., University of Washington.
- Marjorie Lewkowicz (1990)**, *Associate Professor of Mathematics*, B.A., M.A., University of Scranton; M.S., Marywood College; Ed.S., Georgia State University; additional graduate study, Lehigh University, Marywood College, Georgia State University.
- Yawei Liu (1996)**, *Assistant Professor of History*, B.A., Xian Foreign Language Institute; M.A., University of Hawaii; Ph.D., Emory University.
- Susan D. Lofstrom (1993)**, *Assistant Professor of English, Coordinator, Joint Enrollment*, B.A., Keuka College, M.A., University of Rochester, additional graduate study, University of Rochester.
- Diwana H. Lowe (2000)**, *Assistant Professor of Nursing*, B.S.N., M.S.N., University of Alabama.
- Laura B. Lowrey (2000)**, *Instructor of Mathematics*, B.A., M.S., Emory University.
- William Luttrell (1981)**, *Professor of English*, B.S., Oglethorpe University; M.A., University of Colorado; Ph.D., Bowling Green State University; additional graduate study, Emory University.
- Margaret H. Major (1990)**, *Assistant Professor of Biology; Department Chair*, B.S., Benedict College; M.S., Howard University; additional graduate study, Howard University, University of Georgia.
- Ann Mallard (2002)**, *Librarian, Assistant Professor*, B.A., Georgia State University, M.L.N., Emory University.
- Dennis P. Maltais (1991)**, *Associate Professor of Social Sciences; Department Chair*, B.A., Southern Illinois University; M.A., Western Michigan University; additional graduate study, University of Georgia, University of Cincinnati.
- Sandra C. Matthews (1991)**, *Associate Professor of English*, B.A., M.Ed., Georgia State University; additional graduate study, Georgia State University.
- Mary Mattson-Evans (1991)**, *Associate Professor of Teacher Education*, B.A., M.Ed., Ph.D., Georgia State University.
- Carl F. McAllister (2000)**, *Assistant Professor of Biology*, B.S., M.S., The University of Mississippi, Ph.D., Louisiana State University.
- Alicia McCalla (2001)**, *Instructor/Librarian*, B.A., Oakland University; M.S.L.S., Clark Atlanta University.
- Michael E. McClary (1993)**, *Assistant Professor of Music*, B.M.E., Bowling Green State University; M.M., Northwestern University; additional graduate study, University of North Texas.
- Robert J. McDonough (1986)**, *Professor of Biology*, B.A., Emory University; Ph.D., University of Georgia; additional graduate work, University of Miami School of Medicine, Georgia State University.

- Susan M. McGrath (1992)**, Associate Professor of History; Coordinator, Honors Program, B.A., Agnes Scott College; M.A., Ph.D., Emory University.
- Frankie L. McIntosh (1986)**, Associate Professor of Political Science; Department Chair, B.A., North Carolina Central University; M.P.A., University of Georgia; Ph.D., Georgia State University.
- Karen S. McKinney (1977/1992)**, Associate Professor of Reading, A.B., Middlebury College; M.P.A., Valdosta State; M.Ed., University of Vermont; additional graduate study, Emory University, Georgia State University.
- Greg McLean (2001)**, Instructor of Music, B.M.U., Georgia State University, M.M., Florida State University.
- Marissa McNamara (1999)**, Instructor, Coordinator, Joint Enrollment, B.A., University of Cincinnati; M.A., Florida State University.
- Virginia J. Michelich (1990)**, Professor of Biology, Interim Department Chair, B.A., University of Missouri; Ph.D., University of Minnesota.
- Judith A. Michna (1970)**, Professor of English, B.A., M.A., University of Texas; Ph.D., Georgia State University.
- Mary C. Middlemas (1993)**, Assistant Professor of English as a Second Language, B.A., Emory University; M.S., Georgia State University.
- Jean P. Millen (1987)**, Associate Professor of Mathematics, B.A., Coe College; M.A.T., Georgia State University.
- Myrtle J. Miller (1981)**, Assistant Professor of Nursing, A.A.S., Queensborough Community College; B.S.N., Long Island University; M.N., New York University.
- Melora P. Mirza (1989)**, Associate Professor, Library Services, A.B., Brown University; M.A.L.S., Rosary College.
- E. Jean Mistretta (2000)**, Associate Professor of Nursing, Department Chair, Diploma, Crawford W. Long School of Nursing; B.S., Georgia State University; M.N., Emory University; Ph.D., Georgia State University.
- Muriel G. Mitchell (1996)**, Assistant Professor of Nursing, B.S.N., Tuskegee Institute; M.S.N., University of Alabama at Birmingham.
- Jean Plant Moeller (1993)**, Instructor of Interpreter Training, B.A., Maryville College.
- Rebecca Montgomery (2001)**, Assistant Professor of History, A.A., Austin Community College, B.A., Southwestern Texas State University, M.A., Ph.D., University of Missouri at Columbia.
- Pamela J. Moolenaar-Wirsiy (1996)**, Assistant Professor of Microbiology/Bacteriology, B.A., Hampton Institute; Ph.D., Clark Atlanta University.
- Andrea S. Morgan (2000)**, Instructor of Communications, B.A., M.A., Eastern Illinois University.
- Barbara Mortimer (1995)**, Associate Professor of English, B.A., Lafayette College; M.A., Ph.D., Emory University.
- Suzanne Murdock (1996)**, Assistant Professor of English, B.A., M.A., Ph.D., University of Nebraska at Lincoln; M.A., University of Texas at Austin.
- Judy Myers (2001)**, Instructor of Nursing, B.S.N., Lebanon Valley College, M.S.N., Georgia State University.
- Susan Nelson (2001)**, Instructor of Mathematics, B.S., Wheaton College, M.S., Georgia Institute of Technology.
- Harriet H. Nichols (1995)**, Assistant Professor of Spanish; Director of the International Center, B.A., Columbia College; M.A., Louisiana State University; Ed.S., Ed.D., The College of William and Mary.
- Vanya Nick (1986)**, Associate Professor of English, Master's degree in ESL (English Philology), Kliment Ohridski; Sofia University.
- Lynne L. Nickerson (1991)**, Assistant Professor of English as a Second Language, Department Chair, B.A., Pomona College; M.A.T., Georgetown University.
- Stuart D. Noel (2000)**, Instructor of English, A.A., Snead College, B.S., Auburn University, M.A., Georgia State University.
- Glenn S. Nomura (1996)**, Assistant Professor of Chemistry, B.A., University of Illinois at Chicago Circle; M.S., Loyola University of Chicago; Ph.D., Georgia Institute of Technology; post-doctoral fellow, Georgia Institute of Technology.

- Mark Nunes (1992)**, Associate Professor of English, B.A., M.A., Columbia University; M.A., University of Virginia.
- Zacchaeus Kunle Oguntebi (1993)**, Associate Professor of Mathematics, B.S., M.E.D., Ahmadu Bello University; Ph.D., Michigan State University.
- Martin O. Okafor (1983)**, Assistant Professor of Physics; B.Sc. (Honors), University of Nigeria; M.S. in Physics, Georgia Institute of Technology; additional graduate study, Georgia Institute of Technology.
- Greg Okoro (1990)**, Associate Professor of Economics, B.S., University of Wisconsin; M.A., University of Texas at Dallas; Ph.D., University of North Texas.
- Marilyn Otroszko (1990)**, Assistant Professor of English, B.A., Columbia College; M.A., Washington College; additional graduate study, Wake Forest University.
- George S. Pabis (2000)**, Assistant Professor of History, B.S., DePaul University, M.A., Ph.D., University of Illinois at Chicago.
- Pamela L. Parker (1995)**, Associate Professor of English, B.A., M.A., University of Southwestern Louisiana; M.A., Ph.D., Rice University.
- Virginia W. Parks (1984)**, Professor of Mathematics, B.S., M.A.T., Emory University; Ph.D., Georgia State University.
- Sarah D. (Sallie) Paschal (1988)**, Associate Professor of Mathematics, Assistant Dean, B.S., Presbyterian College; M.Ed., Ed.S., Ph.D., Georgia State University.
- Joe S. Patterson (1982)**, Associate Professor of Accounting, B.S., Mississippi State University; M.B.A., Emory University.
- Donald M. Pearl (2000)**, Associate Professor of Physics, Interim Dean, Academic Services, B.S., Western State College; M.S., New Mexico Institute of Mining and Technology; M.S., Ph.D., University of Nebraska-Lincoln.
- Andrew J. Penniman (1993)**, Associate Professor of Biology, B.A., Albion College; M.S., Ph.D., Ohio State University.
- Charles E. Phillips (1990)**, Assistant Professor of Art, B.A., University of Science and Technology, Kumasi; M.F.A., Munich Academy of Art; M.A., Vanderbilt University; additional graduate study, University of London.
- Tina J. Philpot (1982)**, Associate Professor of Economics, Department Chair, B.A., Florida State University; M.S., University of Tennessee; additional graduate study, Emory University.
- Alice Eiko Pierce (1996)**, Assistant Professor of Mathematics, B.A., Pomona College; M.A.T., University of California, Los Angeles.
- Ann Pinner (1997)**, Instructor of Nursing, B.S.N., University of Virginia; M.S., Old Dominion University.
- Jeffrey A. Portnoy (1992)**, Associate Professor of English; Coordinator, Honors Program, B.A., University of Iowa; M.A., Ph.D., Emory University.
- Lawrence Powell (1991)**, Assistant Professor of Mathematics, B.A., William Paterson College; M.A., Trenton State College.
- Deborah E. Preston (1992)**, Associate Professor of English, B.A., M.A., Florida State University; Ph.D., Tulane University.
- William Price (2001)**, Instructor of Communications, B.A., Eastern Illinois University, M.A., Mankato State University.
- Gerri Pringle (1991)**, Assistant Professor of Mathematics, B.S., Morris Brown College; M.Ed., Ed.S., Georgia State University; additional graduate study, Georgia State University.
- Verna M. Rauschenberg (1988)**, Associate Professor of Nursing, B.S.N., M.N., C.S., Emory University.
- Pamela Read (2000)**, Instructor of Nursing, B.S.N., Alverno College, M.S.N., University of Wisconsin-Oshkosh.
- Newburn C. Reynolds (1995)**, Assistant Professor of Psychology, B.A., Paine College; M.S.W., Ph.D., Clark Atlanta University.
- Jack C. Riggs (1993)**, Assistant Professor of English, B.A., M.F.A., University of North Carolina; M.A., University of Michigan.
- Darla Ritzka (2001)**, Librarian, Instructor, B.S., University of South Florida, M.L.S., Clark Atlanta University.
- Rosemary R. Robertson (1989)**, Associate Professor of Nursing, B.S.N., College of Mount Saint Joseph on the Ohio; M.S.N., University of Cincinnati.

- Sally Robertson (2001)**, *Instructor of Drama and Theatre*, B.F.A., University of Northern Iowa, M.F.A., University of Georgia.
- Kathleen Roddy (1996)**, *Assistant Professor of English*, B.A., Florida State University; M.A., Austin Peay State University; Ph.D., Florida State University.
- Iason Rusodimos (1986)**, *Associate Professor of Mathematics*, B.E.E., M.E.E., Electrical Engineering, M.S., Physics, M.S., Math, Georgia Institute of Technology.
- Dennis B. Russell (1987)**, *Assistant Professor of Mathematics*, B.S., The University of Tennessee; M.Ed., Georgia State University.
- Julia M. Rux (1991)**, *Professor of Psychology*, B.A., Hanover College; M.A., University of Wisconsin; Ph.D., Penn State University; OAS Fellow, University of Mexico.
- Aija Saario (1995)**, *Associate Professor of English and English as a Second Language*, B.A., M.A., University of Jyväskylä (Finland); M.A., Ph.D., Ball State University.
- Haazim S. Sabree (1991)**, *Assistant Professor of Mathematics*, B.S., Florida A&M; M.S., Purdue University.
- Sharon Sanders (1990)**, *Assistant Professor of Mathematics, Department Chair (Interim)*, B.A., M.A., University of Georgia; additional graduate study, University of Texas at Arlington.
- Anna Schachner (1992)**, *Associate Professor of English*, B.A., Appalachian State University; M.F.A., Bowling Green State University; M.A., Georgia State University; additional graduate study, University of North Carolina at Charlotte.
- Melinda Schomaker (2001)**, *Instructor of Reading*, B.S., Auburn University, M.Ed., Georgia State University.
- Charles Schroen (1995)**, *Assistant Professor*, B.A., University of Notre Dame; M.A., Ed.D., Indiana University.
- Alice S. Schutte (1966/1971)**, *Associate Professor of Biology; Department Chair*, B.S., Millsaps College; M.A., George Peabody College; additional graduate study, Vanderbilt University.
- Sheryl F. Shanholtzer (1989)**, *Professor of Biology*, B.A., Columbia College; M.S., Florida State University; Ph.D., University of Georgia.
- Janet Shanteau (2001)**, *Instructor of English*, B.S., M.Ed., Georgia State University.
- Gene Sheppard (1998)**, *Assistant Professor of Computer Science*, A.S., B.S., Cameron University; M.S., Southern Polytechnic State University; additional graduate study, Nova Southeastern University.
- Tamara Shue (1996)**, *Associate Professor of English*, B.A., Erskine College; M.A., Georgia Southern University.
- Susan McEwen Sigmon (1993)**, *Assistant Professor of Music*, B.M.E., Shorter College; M.M., Ed.S., Georgia State University; additional graduate study, Georgia State University.
- William R. Simson (2000)**, *Instructor of History*, B.A., University of Virginia, M.A., Georgia State University.
- Donald G. Singer (1999)**, *Instructor of History/Coordinator of Joint Enrollment*, B.A., Presbyterian College; M.A., University of Georgia.
- Richard K. Sisson (1998)**, *Instructor of Speech*, B.A., Rust College; M.A., University of Georgia. Christine A. Smith (1991), *Instructor and Coordinator of Interpreter Training Program*, B.S., University of Wisconsin, Milwaukee; M.Ed., University of Georgia.
- Essie H. Smith (1990)**, *Assistant Professor of Biology*, B.S., Southern University; M.S., Northeast Louisiana University.
- Larry Smith (1991)**, *Instructor of Mathematics*, A.A., DeKalb College; B.B.A., B.S., Georgia State University; additional graduate study, Georgia State University.
- Patricia S. Nelson Smith (1990)**, *Associate Professor of Speech*, B.A., Marietta College; M.A., University of Georgia.
- Philip A. Smith (1990)**, *Associate Professor of Economics*, B.A., M.S., Indiana State University.
- Stella A. Smith (1986)**, *Professor of Business Information Systems*, B.A., Elmira College in N.Y.; M.B.A., Berry College; Ph.D., Georgia State University.

- Jacqueline M. Spann (1993)**, *Assistant Professor of Mathematics*, B.S., Tougaloo College; M.S., Tennessee State University.
- Lerah Spikes (1990)**, *Assistant Professor of English*, B.A., Albany State College; M.Ed., University of Georgia.
- Carolyn Spillman (1989)**, *Associate Professor of Mathematics*, B.S., Marian College; M.A., State University of New York, Binghamton.
- Evelyn P. Sponaugle-Hughes (1978)**, *Assistant Professor of Music*, B.M., M.M., West Virginia University.
- John M. Stanford (1992)**, *Associate Professor of Physics*, B.A., Rice University; Ph.D., University of Georgia.
- Van T. Starbuck (1991)**, *Assistant Professor of Accounting*, B.A., Iowa State University; M.A., University of Illinois; C.P.A.
- Maureen F. Steadman (1978)**, *Professor of Nursing*, B.S.N., M.N., Emory University; Ph.D., Georgia State University.
- Tina E. Stern (1989)**, *Professor of Psychology*, B.A., Boston University; M.Ed., Cleveland State University; Ph.D., University of Georgia.
- Margaret Stockard (2001)**, *Instructor of Reading*, B.S., Bluefield State College, M.Ed., Marygrove College, Ed.S., Eastern Michigan University.
- Adam P. Stone (1991)**, *Associate Professor of Political Science*, A.B., University of California, Berkeley; M.A., Brandeis University.
- Judith A. Stout (1989)**, *Assistant Professor of Dental Hygiene*, A.S., B.S., Indiana University; M.S., The University of Iowa.
- Luise E. Strange de Soria (1993)**, *Associate Professor of Chemistry*, B.S., University of Central Florida; M.S., Emory University; Ph.D., Georgia State University.
- Ellen L. Sweatt (1986)**, *Associate Professor of Accounting*, B.B.A., Georgia Southern University; M.P.A., Georgia State University, C.P.A.
- Timothy Tarkington (1990)**, *Assistant Professor of English*, B.A., University of North Carolina at Chapel Hill; M.F.A., University of North Carolina at Greensboro.
- Dennis C. Tettelbach (1990)**, *Associate Professor of English*, B.A., M.A., Wright State University.
- Barbara A. Thomas (1976)**, *Associate Professor of Physical Education*, B.S., M.A.Ed., Tennessee State University; Ed.S., Georgia State University.
- Ingrid N. Thompson-Sellers (2000)**, *Instructor of Business Information Systems*, B.S., University of the West Indies, M.S., Iona College.
- Jacqueline D. Thornberry (1986)**, *Associate Professor of Mathematics*, B.S.Ed., Georgia Southern University; M.A.T., Emory University.
- H. Elizabeth Thornton (1991)**, *Assistant Professor of English*, B.A., Vassar College; M.A., Stetson University; additional graduate study, Georgia State University.
- Brad Tucker (1995)**, *Assistant Professor of English as a Second Language*, B.A., University of Georgia; M.A., The University of Texas at Austin; additional graduate study, The University of Georgia.
- Enefiok Umama (1992)**, *Assistant Professor of Mathematics*, B.S., M.S., Wichita State University.
- George Vargis (2001)**, *Instructor of Political Science*, B.Sc., University of Madras, M.A., Sri Venkateswara University, M.P.P.A., and additional graduate studies at Mississippi State University.
- Salli Vargis (1995)**, *Assistant Professor of History*, B.A., M.A., M.Phil., University of Madras, India; additional graduate study, Mississippi State University.
- Margaret H. Venable (1991)**, *Associate Professor of Chemistry*, B.A., Agnes Scott College; M.S., Georgia Institute of Technology; Ph.D., Georgia State University.
- Theodore C. Wadley (1992)**, *Assistant Professor of English*, A.B., University of Georgia; M.A., University of Wisconsin.
- Barrett Walls (2001)**, *Assistant Professor of Mathematics*, B.S., Massachusetts Institute of Technology, M.S., Ph.D., Georgia Institute of Technology.
- Gregory N. Ward (1980)**, *Associate Professor of Physical Education; Director for Athletics*, B.S., University of South Carolina; M.Ed., Georgia Southern University; Ed.S., Georgia State University.

**Connie Washburn (1990)**, Associate Professor of Business Information Systems, B.B.A., M.S., Georgia State University.

**Thomas J. Weatherly, Jr. (1978)**, Professor of Psychology, A.B., M.Ed., Ph.D., Georgia State University.

**Joanne Weir (2000)**, Assistant Professor of Dental Hygiene, A.A.S., Orange County Community College, B.S., Fairleigh Dickinson University, M.P.S., State University of New York at New Paltz.

**Frederick L. Wells (1988)**, Associate Professor of Business Information Systems, B.S., U.S. Military Academy, West Point; M.S., Management/M.S., Computer Information Science, Troy State University.

**Sheryl R. Wentworth (1975)**, Assistant Professor of Dental Hygiene, B.S., Loyola University of the South; M.Ed., Georgia State University.

**Emily Cleves Whaley (1989)**, Associate Professor of Mathematics, B.S., Northern Kentucky University; M.A., University of Louisville; additional graduate study, Emory University.

**Sally Padgett Wheeler (1991)**, Associate Professor of English, B.A., M.A., Emory University.

**Julius Whitaker (1993)**, Assistant Professor, Director, Learning Resources, B.A., Saint Augustine's College; M.L.S., Atlanta University.

**Susan White (1988/2001)**, Assistant Professor of Mathematics, B.S., Georgia State University, M.Ed., Ed.S., University of Georgia.

**Robert A. Wigfall (1996)**, Instructor/Counselor, B.S., M.S., Indiana State University.

**James R. Williams (1989)**, Associate Professor of Mathematics, B.S., Shorter College; M.S., University of Tennessee; additional graduate study, Georgia State University.

**Diane H. Wilson (1989)**, Assistant Professor of Mathematics, B.S.E.D., M.Ed., Georgia Southern University; additional graduate study, Georgia State University.

**Marla Wilson-Calico (1995)**, Assistant

Professor, B.A., M.A., Auburn University.

**Paulos G. Yohannes (1992)**, Professor of Chemistry, B.Pharm., M.S., Addis Ababa University; Ph.D., University of Kansas.

**Bonnie Young (1991)**, Professor of Physical Education, B.S., M.A., S.C.T., Murray State University; Ed.D., University of Alabama.

**Marc A. Zagara (1990)**, Assistant Professor of Economics, B.S., M.S., Clemson University.

**Marc S. Zayac (2000)**, Instructor of History, B.A., M.A., John Carroll University.

**E. Lynn Zeigler (1992)**, Associate Professor of Geology, B.S., M.S., Emory University, additional graduate study, Georgia State University.

**Patricia D. Zrolka (1990)**, Associate Professor of Mathematics, B.S., University of Georgia; M.Ed., Georgia State University.



**Faculty Emeritus**

- Dr. Brenda G. Armbrrecht (Reading)  
Ms. Linda H. Boyd (Mathematics)  
Mr. Edward W. Bramlette (Fine Arts)  
Mr. James S. Bradford (Music)  
Mr. Carroll Russell Bremer (English)  
Mrs. Ann C. Briegel (English)  
Dr. Joanne C. Burgess (English)  
Ms. Kimball Burkett (Dental Hygiene)  
Mrs. Dorothy R. Carpenter (Physical Science)  
Ms. Evelyn M. Clegg (Reading)  
Dr. Marvin M. Cole (Administration)  
Dr. Norma E. Crews (Counseling)  
Mr. William G. Cunningham (Mathematics)  
Mrs. Elaine G. Dancy (English)  
Dr. Edwin D. Davidson (Administration)  
Mr. Richard D. Davis (Geology)  
Dr. Rose S. Dimer (English)  
Dr. Frances S. Ellis (English)  
Dr. James A. Fisher (Geography)  
Mr. James Fisher (Physical Education)  
Dr. William E. Fulwood (Mathematics)  
Mr. J. A. Godwin (Administration)  
Mr. H. Eugene Hall (Mathematics)  
Ms. Jo Alice Halsell (Learning Support)  
Mr. Charles H. Hamblen, Jr. (Political Science)  
Dr. Pearl L. Henry (Reading)  
Dr. Jane W. Herndon (History)  
Dr. Hal M. Herring (Physical Education)  
Mrs. Jewell V. Hiatt (Business Administration)  
Mr. James N. Hickman (History)  
Dr. Jarvis H. Hill (Psychology)  
Mrs. Mary Brown Hinley (Music)  
Mrs. Gladys M. Huff (Music)  
Mrs. Weldon S. Jelks (English)  
Dr. Jerry A. Kicklighter, Sr. (Business Administration)  
Ms. Gloriann B. Koenig (Counseling)  
Dr. Sylvia H. Krebs (History)  
Dr. Samuel K. Laffoday (Biology)  
Mr. Donald G. Larson (Music)  
Dr. Ruby C. Lewis (Sociology)  
Mrs. Alice N. Maclin (English)  
Mr. Warren H. Mason (Mathematics)  
Mr. Frank W. McComb (Political Science)  
Dr. Grace H. McNamara (English)  
Mr. John R. McPherson (Administration)  
Mr. John W. Michael, Jr. (Mathematics)  
Mr. Horace L. Minton (Economics)  
Dr. Joan B. Murray (Biology)  
Mrs. Routh T. Neill (Physical Science)  
Dr. C. Kenneth Nelson (History)  
Mr. William S. Newman (Humanities)  
Ms. Frances J. Nicholson (Psychology)  
Dr. Joyce M. Pair (Humanities)  
Ms. Pearl K. Peavy (Humanities)  
Dr. June W. Plachy (Mathematics)  
Dr. Hartwell L. Quinn (History)  
Mrs. Audrey S. Roddy (Sociology)  
Mr. Walter R. Rogers (Mathematics)  
Dr. Sharon Cutler Ross (Mathematics)  
Mr. George Sanko (Biology)  
Dr. Eleanor G. Sharp (French and Spanish)  
Mr. Vincent K. Smith (Mathematics)  
Mr. Charles R. Stone (Mathematics)  
Dr. Faye R. Tate (English)  
Ms. Susan M. Thomas (Humanities)  
Dr. Sandra B. Durham Thompson (English)  
Ms. Elizabeth W. Turner (Learning Resources)  
Dr. Sara O. Veale (Reading)  
Dr. Brownlee Waschek (Music)  
Mr. Charles D. Werner (Reading)  
Mr. Leonard F. White (Mathematics)  
Ms. Carol L. Yaeger (Foreign Language)  
Dr. Shantilata R.F. Yohan (Psychology)  
Dr. Walter Yohan (Sociology)  
Mr. P. Lamar York (English)



## COURSE ABBREVIATIONS

Accounting.....	ACCT	Geology.....	GEOL
Anthropology.....	ANTH	German.....	GRMN
Applied Technology.....	ATEC	Higher Education Seminar.....	HEDS
Arabic.....	ARAB	History.....	HIST
Art.....	ARTS	Humanities.....	HUMN
Astronomy.....	ASTR	Interpreter Training Program.....	INTP
Biology.....	BIOL	Interdisciplinary Studies.....	INDS
Business.....	BUSA	International Studies.....	INST
Business Administration.....	BUSA	Italian.....	ITAL
Business English.....	BUSE	Japanese.....	JAPN
Business Information Systems.....	BISM	Journalism.....	JOUR
Keyboarding.....	KEYB	Mathematics.....	MATH
Marketing.....	MKTG	Military Science.....	MILI
Chemistry.....	CHEM	Music.....	MUSC
Chinese.....	CHIN	Music, Applied.....	MUSA
Communication Skills.....	COMM	Nursing.....	NURS
Computer Science.....	CSCI	Philosophy.....	PHIL
Dental Hygiene.....	DHYG	Physical Education.....	PHED
Drama.....	DRMA	Physical Science.....	PHSC
Economics.....	ECON	Physics.....	PHYS
Education.....	EDUC	Political Science.....	POLS
Engineering.....	ENGR	Portuguese.....	PORT
English.....	ENGL	Psychology.....	PSYC
English as a Second Language.....	ENSL	Reading.....	READ
Environmental Science.....	ENVS	Regents' Test Preparation Essay.....	RGTE
Film.....	FILM	Regents' Test Preparation Reading.....	RGTR
Fire Management.....	FIRE	Religion.....	RELI
French.....	FREN	Russian.....	RUSS
Geography.....	GEOG	Sociology.....	SOCI
		Spanish.....	SPAN
		Swahili.....	SWAH



About this Catalog.....	7	Associate of Arts, Political Science.....	87
Academic Calendars.....	8	Associate of Arts, Psychology.....	87
Academic Computer Labs.....	73	Associate of Arts, Sociology.....	87
Academic Honesty, Standard for.....	55	Associate of Arts, Theatre.....	88
Academic Placement, General.....	27	Associate of Science Degrees.....	88
Academic Policies, General.....	53	Associate of Science, Pre-Dentistry/Pre-Medicine/ Pre-Pharmacy.....	90
Academic Progress Policy.....	29	Associate of Science, Psychology.....	90
Academic Renewal/Implementation.....	60	Associate of Science, Art.....	88
Academic Status.....	29, 58	Associate of Science, Business Administration.....	88
Academic Support Services (Mission).....	76	Associate of Science, Computer Science.....	88
Academic Support Services.....	73	Associate of Science, Dental Hygiene.....	91
Academic Warning.....	58	Associate of Science, Engineering.....	89
Accounting.....	100	Associate of Science, General Studies.....	89
Accreditation.....	14	Associate of Science, Health and Physical Education.....	89
Admission (Mission).....	18	Associate of Science, Health and Physical Education Teaching Option.....	89
Admission Requirements.....	18	Associate of Science, Music.....	89
Admission Requirements/Non U.S. Citizens.....	20, 21	Associate of Science, Nursing.....	92
Admission to the Fire Management Technology Program.....	32	Associate of Science, Teacher Education.....	90
Admission to the Nursing Program.....	32	Astronomy.....	102
Admission Eligibility.....	34	Athletic, Intercollegiate.....	70
Admissions to Joint Programs.....	33	Attendance (Class).....	55
Admissions to the Dental Hygiene Program.....	31	Audit Courses.....	55
Admissions to the Sign Language Interpreting Program.....	33	Biology.....	83, 103
Admissions, English, Reading & Math.....	28	Business Administration.....	88, 105
Admissions, GED Students.....	20	Campus Organizations.....	69
Advising and Counseling Services.....	74	Campus Security Act Information.....	69
Anthropology.....	83, 100	Campuses.....	15
Application Dates.....	18	Career and Certificate Degree Programs.....	30
Applied Technology.....	101	Career Programs.....	91
Arabic.....	101	Categories of Admission.....	23
Art.....	83, 88, 101	Changes to Student Records.....	53
Associate of Applied Science Degrees and Certificates.....	93	Children's Theatre.....	70
Associate of Applied Science, Fire Management.....	93	Chemistry.....	84, 105
Associate of Applied Science, Sign Language Interpreting (INTP).....	94	Chinese.....	106
Associate of Arts Degrees.....	83	Classification of Students.....	55
Associate of Arts, Anthropology.....	83	Co-Curricular Programs.....	70
Associate of Arts, Art.....	83	College Alumni Association.....	16
Associate of Arts, Biology.....	83	College Credit by Examinations.....	54
Associate of Arts, Chemistry.....	84	College Foundation.....	16
Associate of Arts, English.....	84	College History.....	14
Associate of Arts, Foreign Language.....	84	College Mission Statement.....	13
Associate of Arts, Geology.....	85	College Preparatory Curriculum in High School.....	19
Associate of Arts, History.....	85	Communication.....	107
Associate of Arts, Journalism.....	86	Computer Science.....	88, 107
Associate of Arts, Mathematics.....	86	Continuing and Corporate Education.....	76
Associate of Arts, Philosophy.....	86	Business Development.....	76
Associate of Arts, Physics.....	86	Computer Training.....	76
		Corporate Training.....	76

Distance Learning .....	77	Structure .....	37
Division Goals .....	76	Student Activity .....	36
Enrichment Programs .....	76	Technology .....	36
GSAMS Courses .....	77	Tuition .....	36
Health Care .....	76	Fees, Special .....	37
Language and International Initiatives .....	76	Application .....	37
Mission .....	76	Applied Music .....	37
Online Courses .....	77	Dental Hygiene Ins. ....	37
Online Training .....	76	Health Ins. ....	37
Program Initiatives .....	76	Late Registration .....	38
Telecourses .....	77	Nursing Lab Ins. ....	37
TeleWeb Courses .....	77	Other .....	38
Core Curriculum, Area's A-F .....	80	Film .....	113
Correspondence and Extension Courses .....	55	Financial Aid Information .....	38
Course Abbreviations .....	161	Appeals Process .....	42
Course Descriptions, General Statement .....	99	Award Packages .....	41
Course Exemption .....	54	Chemistry Scholarship .....	48
Course Number Changes from Previous		Dental Hygiene Scholarship .....	48
Catalogs .....	99	Education Scholarships .....	49
Course Policies .....	54	Eligibility .....	39
Deaf, Hearing Impaired .....	75	ESL Scholarships .....	49
Dean's List .....	57	Example of Refund Policies .....	43
DeKalb Symphony Orchestra, The .....	71	Federal PELL Grant .....	44
DeKalb Technical College Programs .....	95	Federal Supplemental Educational Opportunity	
Dental Hygiene .....	37, 91, 108	Grant .....	44
Disability Services, Center for .....	74	Financial Aid Available to Students .....	44
Disclosure or Correction of Educational Records .....	69	Financial Aid/Obligations .....	38
Distance Learning .....	77	Fire Management Scholarships .....	50
Drama .....	88, 109	General Scholarships .....	46
Dual Enrollment .....	26	Georgia HOPE Scholarship .....	44
Early Admission .....	25	Honors Scholarships .....	45
Economics .....	110	How to Apply .....	43
Education .....	110	Learning Support and English as a Second	
Engineering .....	89, 111	Language .....	42
English .....	84, 111	Loans .....	45
English as a Second Language, ESL		Mathematics Scholarships .....	49
Program .....	28, 113	Nursing Scholarships .....	50
Entrance Examinations .....	19	Priority Deadlines .....	40
Environmental Sciences .....	113	Pro-Rata Refund Calculations .....	43
ESL Status .....	28	Qualitative Standard .....	41
ESL, Other Options .....	58	Quantitative Measure .....	41
Exclusion Academic/Appeal Policy .....	59	Refund Calculations .....	43
Exit Policy .....	29	Refund Process .....	43
Family Educational Rights and Privacy Act		Reinstatement of Financial Aid Eligibility .....	42
(FERPA) .....	68	Return of Funds by the Student .....	44
Fee Refunds .....	38	Satisfactory Academic Progress .....	41
Fees and Expenses .....	36	Standards of Academic Progress (SAP) .....	41
Athletic .....	36	Standards of Evaluation (SAP) .....	42
Course .....	36	Statutory Refund Calculation .....	43
Parking .....	36	Veterans' Educational Services .....	51
Science Lab .....	36	Work Opportunities .....	45

Fine Arts Performing Organizations .....	70	Multicultural Advising Program .....	75
Fines .....	38	Music .....	37, 89, 122
Fire Management .....	93, 114	Music Performing Organizations.....	70
Foreign Languages .....	84	Non-discrimination, Statement of.....	66
French.....	115	Non-Traditional Students.....	24
Freshman .....	23	Nursing.....	37, 92, 127
Full-Time Status .....	55	Orientation.....	69
General Education Outcomes.....	14	Parking Fines.....	38
Geography.....	115	Percentage Refunds.....	38
Geology .....	85, 115	Performing Organizations .....	124
Georgia Perimeter College Foundation		Personnel/Faculty Directory.....	138
Scholarships .....	45	Philosophy.....	86, 129
German.....	116	Physical Education.....	89, 130
Grade Point Average.....	55, 61	Physical Science.....	132
Grades, (GPA), Grade Appeals .....	56, 62	Physics.....	86, 132
Graduation Requirements.....	61, 62	Political Science.....	87, 132
Grants.....	44	Portuguese .....	133
Gwinnett Technical College, Program .....	96	Post-Secondary Readiness Enrichment Program	
Health and Physical Education.....	89	(PREP) .....	75
Health and Physical Education/ Teaching Option .....	89	Pre-Dentistry/Pre-Medicine/Pre-Pharmacy .....	90
Health and Wellness, District.....	75	Prime Timers Program.....	26
Health Insurance Policy for Non-Immigrant (F-1)		Probation (Academic) .....	58
Students.....	22	Programs Leading to Career Certificates .....	31
High School Requirements.....	19	Programs Leading to Career Degrees .....	30
Higher Education Seminar.....	73, 117	Programs of Study, General Statement.....	80
History.....	85, 117	Psychology.....	87, 90, 133
Honors Program .....	33	Publications.....	71
HOPE Scholarship.....	44	Reading.....	134
Humanities.....	117	Readmission (Academic Exclusion) .....	59
International Center.....	78	Readmission (Health Sciences Students).....	60
International Student, Non-Resident Fee		Readmission (Learning Support Suspension).....	60
Waivers.....	22	Record Changes, Student .....	53
International Studies.....	118	Refunds.....	38
Intramural and Recreational Activities.....	70	Regents' Test Preparation.....	134
Italian .....	119	Regents' Testing Program Procedures .....	57
Japanese.....	120	Registration .....	29
Joint Enrollment Program/Post-Secondary		Religion .....	135
Options.....	25, 77	Repeating Courses.....	55
Joint Programs .....	95	Residence (Legal Definition).....	26
Journalism.....	86, 120	Residence Status (Petition to Change) .....	27
Learning Support and English as a Second		Returned Checks.....	38
Language.....	42	Returning Georgia Perimeter College Students .....	26
Learning Support Program .....	30	Russian .....	135
Learning Support Suspension/Appeal Criteria.....	59	Scholarships .....	44
Library Fines.....	38	Semester Conversion of Quarter Hours.....	57
Library Services, Learning Support Services .....	73	Sign Language Interpreting.....	118
Limited Admission.....	19	Sociology.....	87, 135
Loans .....	45	Spanish.....	135
Mathematics.....	86, 120	Special Conditions.....	39
Military Science, ROTC.....	97, 122	Statement of Non-Discrimination.....	66
		Student Affairs, Mission .....	66

Student Discrimination Grievance Procedure.....	66
Student Government Association .....	69
Student Life.....	69
Student Support Services, Instructional.....	73
Student with Degrees .....	26
Study Abroad .....	78
Swahili.....	136
Table of Contents.....	3
Teacher Education Programs, Special Requirements .....	91
Telecourses/TelWeb Courses.....	77
Testing .....	73
Theater .....	88
Theatre Arts Guild.....	70
Transcript, Request for GPC .....	53
Transfer and Career Programs .....	80
Transfer Students.....	23
Transient Students .....	23
Veterans Services, Credit for.....	97
Veterans, Educational Services .....	51
Withdrawal (College) .....	54
Withdrawal (Course) .....	53
Working Students .....	58

2002-2004

2002-2004

2002-2004

2002-2004