

# Graduate Programs Committee (GPC)

## AGENDA

**Date:** Thursday, February 15, 2018  
**Location:** Virtual Committee Meeting Using Qualtrics  
**Link to Meeting:** [https://westga.co1.qualtrics.com/jfe/form/SV\\_08mgk1yjxZeju3b](https://westga.co1.qualtrics.com/jfe/form/SV_08mgk1yjxZeju3b)

I. **Approval of Minutes:** [January 18, 2018 \(click/scroll to see minutes below\)](#)

**Discussion:** Changes/Modifications/Corrections

**Action:**

II. **Course/Program Additions, Modifications, Deletions:**

**ACTION ITEMS:**

N/A

**INFORMATION ITEMS:**

A. **Division for Academic Affairs**

1. **Graduate School**

**Originator:** Denise Overfield

**Policy:** [GRE Score Policy \(Click for Policy Information\)](#)

**Request:** Add (Catalog Description)

**Details:**

The only official reports of Graduate Record Examination (GRE) scores are those issued by ETS and sent directly to the University of West Georgia using our school code: 5900. Scores obtained from other sources or sent in other formats will not be accepted. Scores must be current, taken within 5 years of the application deadline date for the specific program of study. Academic programs may offer an exemption or waiver for the GRE under specific circumstances that must be outlined in the graduate catalog. Please consult the program of study's admission criteria for more information. Once received, the University of West Georgia will not issue or release GRE scores to students, applicants, or other institutions in any format.

2. **Graduate School**

**Originator:** Denise Overfield

**Policy:** *Admission as a UWG Undergraduate-Graduating Senior (Click for Policy Information)*

**Request:** Modify (Catalog Description)

**Details:**

Admission as a UWG Undergraduate-Graduating Senior: A UWG undergraduate senior within 8 hours (instead of 6) of completing requirements for a bachelor's degree may be permitted to enroll in courses for master's degree (from graduate) credit provided that (remove he or she meets) the following conditions are met:

1. The UWG student must obtain the permission of the Department Chair and Graduate Program Director that schedule and/or provide advising for the master's degree graduate course/s. Permission must also be given by the Dean of the college or school of the undergraduate major.
2. The UWG student is qualified for admission to master's degree graduate study except for the award of the undergraduate degree.
3. The UWG student registers for no more than twelve (12) (from 9 hours) semester credit hours. For example, a student who needs eight (8) hours (from 6) to complete the baccalaureate degree could register for those eight (8) (from 6) undergraduate hours plus an additional four (4) hours (from 3) of master's degree (was graduate) credit. The graduate credit would apply to a master's (was graduate) degree, essentially accelerating the student's completion of a master's degree after admission to a UWG master's program. Under no circumstances may a course be used for both graduate and undergraduate credit.

**B. College of Social Sciences****1. [Political Science Department](#) (Click for CSS Submission)**

**Originator:** Sooho Lee

**Program:** [Master of Public Administration](#) (Click for Program Information)

**Request:** Modify Existing Program (Admissions Requirements)

**Action:**

**Details:**

The MPA program requests the following changes in the MPA admission policy:

**1. GPA**

- Current: GPA of at least 2.5

- New: A minimum 2.5 cumulative grade average (GPA) equivalent on a 4.0 scale

**2. GRE Requirement**

- Current: Official GRE total score of 291 (combining verbal and quantitative)

- New: A minimum total score of 291 (combining Verbal and Quantitative) on the Graduate Record Examination (GRE). However, the following are eligible for a GRE Waiver:

- Applicant with an earned graduate degree from an accredited institution
- Applicant with an earned undergraduate degree with an overall GPA of 3.0 or higher from an accredited institution
- Applicant with an earned undergraduate degree with an overall GPA of 2.75 from an accredited institution and at least 3 years professional, full-time, public sector or nonprofit career experience
- Applicant with a public or nonprofit work experience of at least 7 or more years in a full-time, relevant supervisory position

### **3. Letters of Recommendation**

- Current: 3 letters of recommendation
- New: Two letters of recommendation from former professors or from job supervisors.

### **4. Personal Statement**

- Current: not required
- New: A personal statement of about 1,000 words that describes the applicant's work experience, professional goals, the reasons they have chosen this program, why they want to attend UWG, and how the MPA program will help the applicant achieve the goals.

### **5. Resume**

- Current: Not required
- New: A current resume

### **6. Transfer credit**

- Current: 6 credit hours
- New: Applicants may transfer up to 6 semester hours of graduate work from other accredited institutions. To be transferred, course work from other institutions must correspond to UWG's MPA curriculum. Applicants should provide syllabi and detailed course descriptions and the amount of credit granted will be determined by the program director. Such transferred course work may be no more than five years old.

### **Rationale:**

The detailed rationale and background are explained in the attached file.

1. **GPA:** The new change provides a better clarification.

2. **GRE:** The Program requires GRE for all applicants, while many other accredited institutions, especially the institutions (Kennesaw State, Georgia State, and Georgia College & State) near our campus, have a waiver policy for this requirement (see IV. Appendix: Admission Policy Comparison). The waiver policies ease the burden of preparing the admission requirements for applicants and expedite the overall admission process. In particular, in-service professionals in public & nonprofit organizations and students who have a high GPA often inquire of a GRE waiver. With a waiver policy, the program will be more competitive. This

new waiver policy will reduce some burden for future applicants and improve application rate, particularly good for aspiring in-service applicants who decide to apply close-to-deadline and cannot get a GRE take in time. The change will be beneficial for a competitive edge. In addition, recent studies do not find that GRE has criterion validity in estimating students' academic performance in MPA programs

**3. Letters of Recommendation:** Two recommendation letters will reduce the burden for applicants to prepare their admission documents.

Kennesaw State, require only two. Recommendation letters also have weak validity in the estimation of student performance.

**4. Personal Statement:** Currently the Program does not require any personal statement or essay for the admission. An essay or personal statement about professional plan and goal is necessary for better mentoring students through their coursework. One of the new policies that the MPA program has launched is Student Learning Portfolio in which identifying students' career plan and goal in the early stage of their study is extremely important. With a reduction of the recommendation letters, the Program can better accommodate their needs by adding this goal statement essay. By doing this, the Program can better guide/accommodate their needs and goals while they are pursuing the degree. This is a necessary part of Student Learning Portfolio. In addition, it will give the Program an idea of their writing skill.

**5. Resume:** Currently a current resume is not required. However, it is necessary to see applicants' entire track of experiences, achievements, and potentials, for accurate admission evaluation and advisement after their admissions.

**6. Transfer Credit Limit:** The Program allows a maximum of 6 credit hours for applicants to transfer their earned credits from other institutions. To be transferred, course work from other institutions must correspond to UWG's MPA curriculum. This policy also prevents some applicants who want to transfer from other institutions. This new rule will also improve our competitiveness in the admission process.

## B. Richards College of Business

### 1. [Accounting + Finance Department](#) (Click for CSS Submission)

**Originator:** Adrian Austin

**Program:** *Master of Professional Accounting (MPAcc)*

**Request:** Modify Existing Program (**New Retake Policy**)

**Action:**

**Details:**

A minimum cumulative GPA of a 3.0 is required for all MPAcc students. Only courses in which a student previously earned a grade lower than a

“B” may be repeated. Students may repeat no more than two graduate courses. Only one repeat per course is allowed. The new grade will not replace the previously earned grade; instead, the grade received in the second attempt will be averaged into the student’s overall GPA calculation. If a student’s cumulative GPA drops below a 3.0, the University’s policies on academic probation, suspension, and dismissal apply (see Academic Standards in the General Academic Policies section of the catalog).

**Rationale:**

To institute a policy on requirements and GPA calculation for repeated graduate classes in order to provide consistency and remain competitive with other MPAcc programs offered at other universities.

2. [Management Department](#) (Click for CSS Submission)

**Originator:** Adrian Austin

**Program/Course:** *Master of Business Administration (MBA)*

**Request:** Modify Existing Program (**New Retake Policy**)

**Action:**

**Details:**

A minimum cumulative GPA of a 3.0 is required for all MBA students. Only courses in which a student previously earned a grade lower than a “B” may be repeated. Students may repeat no more than two graduate courses. Only one repeat per course is allowed. The new grade will not replace the previously earned grade; instead, the grade received in the second attempt will be averaged into the student’s overall GPA calculation. If a student’s cumulative GPA drops below a 3.0, the University’s policies on academic probation, suspension, and dismissal apply (see Academic Standards in the General Academic Policies section of the catalog).

**Rationale:**

To institute a policy on requirements and GPA calculation for repeated graduate classes in order to provide consistency and remain competitive with other MBA programs offered at other universities.

3. [Management Department](#) (Click for CSS Submission)

**Originator:** Adrian Austin

**Program/Course:** [Master of Business Administration \(MBA\)](#) (Click to See Policy Details)

**Request:** Modify Existing Program (**Admissions Policy**)

**Action:**

**Details:**

When considering UWG GPA as part of an application for a GMAT waiver, we will use the institutional GPA instead of overall GPA.

**Rationale:**

This is to ensure that grades are reflective of the quality of work at the University of West Georgia.

**C. College of Education**

**1. Dean's Office – Graduate Studies**

**Originator:** Michelle Frazier Trotman Scott

**Program:** [College of Education - Graduate Programs](#) (*click for program modification details*)

**Request:** Modify Existing Program (New Catalog Description)

**Action:**

**Details:**

Catalog description (click on link above) is new. Students will be able to understand policies and information specific to: (1) M.A.T. students, (2) unsatisfactory grades, (3) students enrolled in comprehensive exam courses, (4) doctoral students, (5) limited course withdrawals, and (6) repeating a course to replace a grade.

**Rationale:**

The rationale is to provide relevant information about academic standing for COE graduate students.

**III. Old Business**

- A. Questions about **UWG Service Learning Designated Courses (Graduate)**. S. Webb asked T. Olgetree for more information about service learning designations. Olgetree is on sabbatical so J. Farmer sent an email from the Fall 2017 semester that provided more detail. ([click here to review email about service learning designations](#)).

**IV. New Business**

N/A

**IV. Adjournment**

**Faculty Senate – Graduate Programs Committee... 2017-2018 Member List**

	<b>Senate Members</b>	
Webb, Susan Hall (Chair)	<a href="mailto:swebb@westga.edu">swebb@westga.edu</a>	Senate—RCOB (2018)
Varga, Matt	<a href="mailto:mvarga@westga.edu">mvarga@westga.edu</a>	Senate--COE (2018)
Bertau, Marie Cecile	<a href="mailto:mbertau@westga.edu">mbertau@westga.edu</a>	Senate—COSS (2020)
Khodkar, Abodollah	<a href="mailto:akhodkar@westga.edu">akhodkar@westga.edu</a>	Senate—COSM (2020)
Vasconcellos, Colleen	<a href="mailto:cvasconc@westga.edu">cvasconc@westga.edu</a>	Senate--COAH (2020)
	<b>Faculty Members</b>	
Berding, Christy	<a href="mailto:cberding@westga.edu">cberding@westga.edu</a>	SON (2018)
Rogers, Shelley	<a href="mailto:shelley@westga.edu">shelley@westga.edu</a>	Library (2018)
Skott-Myhre, Kathleen	<a href="mailto:kskott@westga.edu">kskott@westga.edu</a>	COSS (2018)
Austin, Adrian	<a href="mailto:aaustin@westga.edu">aaustin@westga.edu</a>	RCOB (2019)
Fain, Christi	<a href="mailto:afain@westga.edu">afain@westga.edu</a>	COE (2019)
Genz, Janet	<a href="mailto:jgenz@westga.edu">jgenz@westga.edu</a>	COSM (2019)
Harrison, Rebecca	<a href="mailto:rharriso@westga.edu">rharriso@westga.edu</a>	COAH (2019)
	<b>Administrators</b>	
Overfield, Denise	<a href="mailto:doverfie@westga.edu">doverfie@westga.edu</a>	Administrator – Dean, Graduate School (Associate VP)
Jenks, David	<a href="mailto:djenks@westga.edu">djenks@westga.edu</a>	Administrator- Associate VP for Academic Affairs
	<b>Student</b>	
Hogle, RaeAnna	<a href="mailto:rhogle1@my.westga.edu">rhogle1@my.westga.edu</a>	Student Representative
<b>GPC Group Email: <a href="mailto:fs-gp-list@westga.edu">fs-gp-list@westga.edu</a></b>		

# Graduate Programs Committee (GPC)

## MINUTES



**Date:** Thursday, January 18, 2018  
**Location:** Google Hangouts (due to UWG Campus closure)  
**Time:** 10:30 a.m. to 11:30 a.m. (or 12:00 noon, if needed)

**Present:** A. Austin; C. Berding; C. Fain; J. Genz; R. Harrison; D. Jenks; A. Khodkar; D. Overfield; S. Rogers; C. Vasconcellos, S.H. Webb

**Absent:** M. Bertau; M. Varga

**Guest(s):** M. Henderson (COE); S. Lee (COSS); B. Mosier (COE); J. Pridmore (RCOB); C. Jenks (for D. Jenks)

I. **Approval of Minutes:** [November 28, 2017 \(click/scroll to see minutes below\)](#)

**Discussion:** Changes/Modifications/Corrections

**Action:** **Approved**

II. **Course/Program Additions, Modifications, Deletions:**

**ACTION ITEMS:**

A. **Richards College of Business**

1. [Management Department](#) (Click for CSS Submission)

**Originator:** Jeannie Pridmore

**Course:** [MGNT 6675: International Work Practicum](#) (Click for Syllabus)

**Request:** Add

**Action:** **Approved**

**Details:**

This course is intended to offer students an international experiential learning opportunity. Students will be placed into international teams, which will consist of students from different institutions in different countries. These international teams will be given a real organizational problem to solve. Each team will begin their group work using virtual collaboration technologies and will finish the work face-to-face with their team in the host country. This opportunity affords the students a deep learning and insight into the differences between the cultures, as well as a first-hand appreciation for unique business problems and practices. The learning objectives of this course will be realized through a mix of assigned reading, lecture, independent research, and teamwork. The course will conclude with travel to the host organization to finish the teamwork face-to-face and to present the final project to the



organization. Travel is not required to participate in this course. If the student is not able to travel, they can complete the project work through the use of virtual collaboration technology.

**Rationale:**

International experience and real work experience are two items that our students and organizations have been requesting. The International Work Practicum course will provide a one-of-a-kind international experiential learning experience. UWG students will have the opportunity to work with an international organization and in international teams to solve a real world organizational problem. These international teams will utilize collaborative software such as GoToMeeting or WebEx to complete pre-work for the project in early May and then students will travel to the host country to complete the project work and present to the organization. Projects will utilize a design thinking methodology and will range in scope from Enterprise Systems, Security/Privacy, Analytics, Marketing Research, and Supply Chain/Logistics.

2. [Management Department](#) (Click for CSS Submission)

**Originator:** Jeannie Pridmore

**Course:** [MGNT 6684: Management Internship Course](#) (Click for Syllabus)

**Request:** Add

**Action:** **Approved**

**Details:**

This course is intended to offer students in the MBA program an internship in the management field. This opportunity affords the student deep learning and insight into business culture, business environment, and work experience. The learning objectives of this course will be realized through a mix of independent research and experiential learning.

**Rationale:**

Seventy percent of our MBA students are coming straight through from their undergraduate programs. The request for internships is on the rise from MBA students. This offers students a way to obtain real life work experience that will also apply to credit for their MBA degree.

3. [Management Department](#) (Click for CSS Submission)

**Originator:** Jeannie Pridmore

**Program/Course:** [CISM 6684: MBA Management Information Systems Internship](#) (Click for Syllabus)

**Request:** Add

**Action:** **Approved**

**Details:**

This course is intended to offer students in the MBA program an internship in the management of information systems field. This opportunity affords the student deep learning and insight into business culture, business environment, and work experience. The learning objectives of this course will be realized through a mix of independent research and experiential learning.

**Rationale:**

Seventy percent of our MBA students are coming straight through from their undergraduate programs. The request for MBA internships has been on the rise. This will allow the MBA student to gain real life work experience while also being able to obtain MBA course credit.

**4. [Management Department](#) (Click for CSS Submission)**

**Originator:** Jeannie Pridmore

**Program:** [International Track for Master of Business Administration](#)  
(Click for Program Information)

**Request:** Add New Track/Concentration

**Action:** **Approved**

**Details:**

This track requires the same 30 credit hours and required courses as the current Master of Business Administration degree does. It allows students to pick one of our international partner schools to attend for a semester and in working with the graduate program director create an International Plan of study that fits their needs and desires. Each plan of study requires approval from the graduate program director.

**Rationale:**

Global knowledge is critical for today's global economy. The University of West Georgia offers students the opportunity to receive an MBA with significant first hand international experience that will give them an advantage in this rapidly changing marketplace. Students can pick one of our international partner schools to attend for a semester and create an International Plan of Study that fits their needs and desires. This is more than an International Management course or a study abroad program. This is an MBA designed for students who want to gain a deeper understanding of global business issues and develop intercultural management skills while spending a full semester studying abroad.

**5. [Management Department](#) (Click for CSS Submission)**

**Originator:** Jeannie Pridmore

**Program:** [Young Executive Program for Master of Business Administration](#)

*(Click for Program Information)*

**Request:** Add New Track/Concentration

**Action:** **Approved**

**Details:**

The Young Executive Program is designed for young professionals with little to no experience (typically less than 2 years) who want to obtain an MBA. Two three-hour credit courses (MNGT 6675: International Work Practicum and MNGT 6685: Sustainability Leadership) are sequenced together to create a learning experience that focus on developing knowledge, confidence, professionalism, and experience that will make the student a standout amongst their peers. Each course can be taken as an elective in the MBA program.

**Rationale:**

Seventy percent of our MBA students are coming straight through from their undergraduate programs. The request for MBA internships has been on the rise. This will allow the MBA student to gain real life work experience while also being able to obtain MBA course credit.

6. [Economics Department](#) *(Click for CSS Submission)*

**Originator:** Adrian Austin

**Program/Course:** [Master of Professional Accounting \(MPAcc\)](#)  
*(Click for Program Information)*

**Request:** Modify Existing Program (Admissions Requirements)

**Action:** **Approved**

**Details:**

The Richards College of Business is requesting approval to allow students completing the Master of Professional Accounting (MPAcc) or Master of Business (MBA) program to use graduate-level courses from one degree program as electives for a second degree program.

**Rationale:**

A Dual Degree MPAAcc/MBA is consistent with peer institutions' policies and would allow us to meet the needs of our students.

B. College of Social Sciences

7. [Political Science Department](#) *(Click for CSS Submission)*

**Originator:** Sooho Lee

**Program/Course:** [Master of Public Administration](#) *(Click for Program Information)*

**Request:** Modify Existing Program (Admissions Requirements)

**Action:** **Tabled; D. Overfield looking into institutional policy on number of credit hours (9 credit hours vs. 6 credit hours)**

**Details:**

The MPA program requests the following changes in the MPA admission policy:

**1. GPA**

- Current: GPA of at least 2.5
- New: A minimum 2.5 cumulative grade average (GPA) equivalent on a 4.0 scale

**2. GRE Requirement**

- Current: Official GRE total score of 291 (combining verbal and quantitative)
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**3. Letters of Recommendation**

- Current: 3 letters of recommendation
- New: Two letters of recommendation from former professors or from job supervisors.

**4. Personal Statement**

- Current: not required
- New: A personal statement of about 1,000 words that describes the applicant's work experience, professional goals, the reasons they have chosen this program, why they want to attend UWG, and how the MPA program will help the applicant achieve the goals.

**5. Resume**

- Current: Not required
- New: A current resume

**6. Transfer credit**

- Current: 6 credit hours
- New: Applicants may transfer up to 9 semester hours of graduate work from other accredited institutions. To be transferred, course work from

other institutions must correspond to UWG's MPA curriculum. Applicants should provide syllabi and detailed course descriptions and the amount of credit granted will be determined by the program director. Such transferred course work may be no more than five years old.

**Rationale:**

The detailed rationale and background are explained in the attached file.

1. **GPA:** The new change provides a better clarification.

2. **GRE:** The Program requires GRE for all applicants, while many other accredited institutions, especially the institutions (Kennesaw State, Georgia State, and Georgia College & State) near our campus, have a waiver policy for this requirement (see IV. Appendix: Admission Policy Comparison). The waiver policies ease the burden of preparing the admission requirements for applicants and expedite the overall admission process. In particular, in-service professionals in public & nonprofit organizations and students who have a high GPA often inquire of a GRE waiver. With a waiver policy, the program will be more competitive. This new waiver policy will reduce some burden for future applicants and improve application rate, particularly good for aspiring in-service applicants who decide to apply close-to-deadline and cannot get a GRE take in time. The change will be beneficial for a competitive edge. In addition, recent studies do not find that GRE has criterion validity in estimating students' academic performance in MPA programs

3. **Letters of Recommendation:** Two recommendation letters will reduce the burden for applicants to prepare their admission documents. Kennesaw State, require only two. Recommendation letters also have weak validity in the estimation of student performance.

4. **Personal Statement:** Currently the Program does not require any personal statement or essay for the admission. An essay or personal statement about professional plan and goal is necessary for better mentoring students through their coursework. One of the new policies that the MPA program has launched is Student Learning Portfolio in which identifying students' career plan and goal in the early stage of their study is extremely important. With a reduction of the recommendation letters, the Program can better accommodate their needs by adding this goal statement essay. By doing this, the Program can better guide/accommodate their needs and goals while they are pursuing the degree. This is a necessary part of Student Learning Portfolio. In addition, it will give the Program an idea of their writing skill.

5. **Resume:** Currently a current resume is not required. However, it is necessary to see applicants' entire track of experiences, achievements, and potentials, for accurate admission evaluation and advisement after their admissions.

**6. Transfer Credit Limit:** The Program allows a maximum of 6 credit hours for applicants to transfer their earned credits from other institutions. To be transferred, course work from other institutions must correspond to UWG's MPA curriculum. Other institutions (KSU, GCSU, GSU, etc..) allow their applicants to transfer up to 9 credit hours. This policy also prevents some applicants who want to transfer from other institutions. This new rule will also improve our competitiveness in the admission process.

C. College of Education

8. [Sport Management, Wellness, + Physical Education](#) (Click for CSS Submission)

**Originator:** Markesha Henderson

**Program/Course:** [Master of Science with a Major in Sport Management](#)

*(Click for Program Information)*

**Request:** Add New Program

**Action:** **Approved**

**Details:**

Add a Master of Science with a Major in Sport Management with concentrations in intercollegiate athletic administration and sport analytics.

**Rationale:**

Many of the careers in sport management, particularly those in intercollegiate athletics and sport analytics, require a master's degree. A master's in sport management with an option of an intercollegiate athletic management or sport analytics concentration will fill a current gap in educational offerings for students pursuing advanced degrees in the discipline. The interdisciplinary nature of sport management makes it possible to support students from multiple academic backgrounds who wish to advance their careers in the sport industry. The program would support students who achieved an undergraduate degree in sport management that want to further their education beyond the general curriculum and pursue a specific focus more relevant to their sector of sport. Likewise, the program would support students who do not have an undergraduate degree in sport management but are looking to extend their knowledge to advance their careers in the sport industry.

9. [Sport Management, Wellness, + Physical Education](#) (Click for CSS Submission)

**Originator:** Markesha Henderson

**Course:** [SPMG 6140: Strategic Sales and Marketing for Sport Organizations](#)

*(Click for Course Information)*

**Request:** Add

**Action:** **Approved**

**Details:**

This course provides approaches for leveraging products and services on the sport marketplace. Ticket sales operations, marketing strategies, and fan engagement are among the topics central to understanding sport consumers. Students will learn best practices in developing sales and marketing strategic plans and how analytics are used in forecasting consumer behavior.

**Rationale:**

This course is being added to support the proposed Master of Science in Sport Management program.

**10. [Sport Management, Wellness, + Physical Education](#) (Click for CSS Submission)**

**Originator:** Markesha Henderson

**Course:** [SPMG 6230: Advanced Event Management + Operations](#)

*(Click for Course Information)*

**Request:** Add

**Action:** **Approved**

**Details:**

Students will learn procedures for planning and operating athletic competitions, championships, and tournaments. Topics include staffing, facility and venue management, the bid process, and sponsorship activation.

**Rationale:**

This course is being added to support the proposed Master of Science in Sport Management program.

**11. [Sport Management, Wellness, + Physical Education](#) (Click for CSS Submission)**

**Originator:** Markesha Henderson

**Course:** [SPMG 6330: Applied Network Analysis in Sport](#)  
*(Click for Course Information)*

**Request:** Add

**Action:** **Approved**

**Details:**

This course introduces the network analysis as a research method to explore organizational/community structures and identify online/offline

communication patterns. Students will learn key theories and measurements in the network analysis, master commonly-used procedures of data collection, and analyze and interpret real-world data sets.

**Rationale:**

This course is being added to support the proposed Master of Science in Sport Management program.

**12. [Sport Management, Wellness, + Physical Education](#) (Click for CSS Submission)**

**Originator:** Markesha Henderson

**Course:** [SPMG 7110: Sport Management Capstone](#)  
(Click for Course Information)

**Request:** Add

**Action:** **Approved**

**Details:**

This is a culminating experiential learning experience of the Sport Management Master's program. The Capstone course must be completed in the student's final term prior to graduation. Students will complete a professional or research project that integrates content and skills acquired in the core and concentration courses.

**Rationale:**

This course is being added to support the proposed Master of Science in Sport Management program.

**13. [Sport Management, Wellness, + Physical Education](#) (Click for CSS Submission)**

**Originator:** Markesha Henderson

**Course:** [SPMG 6150: Applied Communication + Technology in Sport](#)  
(Click for Course Information)

**Request:** Add

**Action:** **Approved**

**Details:**

This course explores the ways in which sport organizations utilize technology and digital platforms to create, disseminate, and manage information. Students will develop proficiency in communicating with multiple audiences across varying platforms and implement strategic communication plans. Students will also examine how technological advancements shape the way sport organizations communicate with stakeholders.

**Rationale:**



This course is being added to support the proposed Master of Science in Sport Management program.

14. [Sport Management, Wellness, + Physical Education](#) (Click for CSS Submission)

**Originator:** Markesha Henderson

**Course:** [SPMG 6130: Research + Assessment in Sport](#)  
(Click for Course Information)

**Request:** Add

**Action:** **Approved**

**Details:**

This course presents advanced methodological approaches for engaging in data-driven decision-making. Students will gain experience conducting sport research and learn best practices for developing and executing assessment plans for sport organizations. Students will employ data collection, analysis, and reporting tactics to assess outcomes to meet organization goals.

**Rationale:**

This course is being added to support the proposed Master of Science in Sport Management program.

15. [Sport Management, Wellness, + Physical Education](#) (Click for CSS Submission)

**Originator:** Markesha Henderson

**Course:** [SPMG 6200: Intercollegiate Athletics Management](#)  
(Click for Course Information)

**Request:** Add

**Action:** **Approved**

**Details:**

This course provides an overview of the inner-workings of an athletic department in a higher education setting. Students will study various models of intercollegiate athletic governance and the multiple units within the athletic department including academics, eligibility, business and finance, media relations, development, and student support services.

**Rationale:**

This course is being added to support the proposed Master of Science in Sport Management program.

16. [Sport Management, Wellness, + Physical Education](#) (Click for CSS Submission)

**Originator:** Markesha Henderson

**Course:** [SPMG 7685: Special Topics in Sport Management](#)

*(Click for Course Information)*

**Request:** Add

**Action:** **Approved**

**Details:**

This course allows students to explore in depth a variety of significant issues facing sport managers. It provides the opportunity to offer course content and topics that may not be covered by other course titles. Titles and descriptions of specific courses will be identified at the time of offering. This course may be repeated. Students may earn a maximum of 6 credits of special topics electives to count toward the degree requirement.

**Rationale:**

This course is being added to support the proposed Master of Science in Sport Management program.

**17. [Sport Management, Wellness, + Physical Education](#) (Click for CSS**

**Submission)**

**Originator:** Markesha Henderson

**Course:** [SPMG 6210: Student Athlete Development](#)

*(Click for Course Information)*

**Request:** Add

**Action:** **Approved**

**Details:**

This course provides an overview of the major college student development models and explores specifically how development theories are applied to student-athletes participating in intercollegiate athletics. Students will learn foundational theories, integrative theories, and social identity development concepts to address the developmental challenges facing college athletes and identify areas of support for this population of college students.

**Rationale:**

This course is being added to support the proposed Master of Science in Sport Management program.

**18. [Sport Management, Wellness, + Physical Education](#) (Click for CSS**

**Submission)**

**Originator:** Markesha Henderson

**Course:** [SPMG 6300: Introduction to Sport Analytics](#)

*(Click for Course Information)*

**Request:** Add

**Action:** **Approved**

**Details:**

This course covers fundamental principles of analytics applied to sports. In this course, students will be introduced to mathematical and statistical concepts and learn basic programming and coding skills to analyze sport-related data. Students will learn how to handle, code, and analyze large amounts of sport-related data. Specific course topics include the application of analytics in sports related to player performance, team management, operations, marketing, finances, fantasy sports, eSports, among other topics.

**Rationale:**

This course is being added to support the proposed Master of Science in Sport Management program.

**19. [Sport Management, Wellness, + Physical Education](#) (Click for CSS****Submission)**

**Originator:** Markesha Henderson

**Course:** [SPMG 7100: Sport Management Research](#)  
*(Click for Course Information)*

**Request:** Add

**Action:** **Approved**

**Details:**

This course provides an intensive survey of relevant research and professional practices in sport management. The course emphasizes practical issues related to planning, conducting, and interpreting sport related research. Students will learn advanced skills to evaluate, conduct, and present research findings.

**Rationale:**

This course is being added to support the proposed Master of Science in Sport Management program.

**20. [Sport Management, Wellness, + Physical Education](#) (Click for CSS****Submission)**

**Originator:** Markesha Henderson

**Course:** [SPMG 6310: Big Data + Statistical Analysis in Sport](#)  
*(Click for Course Information)*

**Request:** Add

**Action:** **Approved**

**Details:**

This course covers statistical and mathematical concepts, applications, and models related to administration, marketing, and business management. The course gives students an opportunity to work with data relating to sports business tactics and strategy. Students will employ

modeling methods in marketing communications, ticket pricing, sponsorship, market segmentation, and customer relationship marketing. This is a project-based course. Students will be involved in applying sport analytics concepts to solve sport business problems.

**Rationale:**

This course is being added to support the proposed Master of Science in Sport Management program.

**21. [Sport Management, Wellness, + Physical Education](#) (Click for CSS Submission)**

**Originator:** Markesha Henderson

**Course:** [SPMG 6120: Strategic Management of Sport Organizations](#)  
(Click for Course Information)

**Request:** Add

**Action:** **Approved**

**Details:**

This course offers advanced study of managerial functions and concepts of sport organizations. Specifically, students will understand management principles and leadership theories. These topics include management tasks and responsibilities, organizational goals and structures, leadership, power and politics, ethics, culture, and decision-making in organization.

**Rationale:**

This course is being added to support the proposed Master of Science in Sport Management program.

**22. [Sport Management, Wellness, + Physical Education](#) (Click for CSS Submission)**

**Originator:** Markesha Henderson

**Course:** [SPMG 6220: Compliance + Eligibility](#)  
(Click for Course Information)

**Request:** Add

**Action:** **Approved**

**Details:**

This course will help students understand the regulations involving compliance and eligibility of intercollegiate athletes. Although multiple governing bodies will be examined, the primary focus will be on National Collegiate Athletic Association compliance regulations in all three divisions. Students will learn best practices for monitoring eligibility and effective methods for ensuring athletic administration compliance with institutional, conference, and national association regulations.

**Rationale:**

This course is being added to support the proposed Master of Science in Sport Management program.

**23. [Sport Management, Wellness, + Physical Education](#) (Click for CSS****Submission)**

**Originator:** Markesha Henderson

**Course:** [SPMG 6320: Analytics in Sport Business](#)  
(Click for Course Information)

**Request:** Add

**Action:** **Approved**

**Details:**

This course is designed to help students to develop and apply analytical skills (e.g., statistical analysis, predictive analytics, mathematical modeling, critical thinking, game theory, simulation) that are useful in sport business. The course content will cover topics such as data management, statistical data analysis, modeling, and decision making in various sports settings. Students will learn the ability to recognize, formulate, and analyze decision-making situations in sports as well as learn principles in sports performance analytics.

**Rationale:**

This course is being added to support the proposed Master of Science in Sport Management program.

**INFORMATION ITEMS:****A. Richards College of Business****1. [Management Department](#) (Click for CSS Submission)**

**Originator:** Jeannie Pridmore

**Program/Course:** *CISM 5355: Cyber Security*

**Request:** Modify Existing Course (Prerequisites)

**Details:**

Students who have taken CISM 4355 cannot take CISM 5355.

**Rationale:**

CISM 4355 and CISM 5355 are cross-listed. Students who have taken CISM 4355 should not take CISM 5355.

**B. College of Education****1. [Early Childhood Through Secondary Education](#) (Click for CSS Submission)**

**Originator:** Robyn Huss

**Program/Course:** [Specialist in Education with a Major in Secondary Education \(EDS\)](#)

**Request:** Modify Existing Program (Catalog Description)

**Details:**

Catalog description (click here) is new. On the program advisement sheet admission requirements, the GPA is now more specific at a 3.0; the GRE scores and letters of reference are being deleted; and newly added requirements are that students have passed the GACE in their concentration area, a T-5 Georgia Professional Educator Certificate (or meet eligibility with an equivalent out-of-state teaching license), and three years of teaching experience in grades 6-12.

**Rationale:**

The program description for the Graduate Catalog and website is being added. The admission requirements on the advisement sheet are being modified to align more closely with similar COE graduate programs.

**III. Old Business**

- A. Concerns about **UWG Service Learning Designated Courses (Graduate)** from November 28, 2017 GPC Meeting. S. Webb will email T. Olgetree for clarification of service learning designation criteria and policies and will send response to committee once received.

**IV. New Business**

- A. Announcement of Colleen Vasconcellos as GPC Chair-Elect for the 2018-2019 academic year.

**IV. Adjournment**

GPC Meeting was adjourned at 11:48 a.m.

**COLLEGE OF EDUCATION  
GRADUATE HANDBOOK CHANGES 2.0  
(REFER TO BOLD INFORMATION FOR REVISED CATALOG CHANGES/ADDITIONS)**



### *Good Academic Standing*

Good Academic Standing is defined for graduate students as a cumulative GPA of 3.0 or higher.

### *Academic Probation*

A student whose cumulative GPA drops below 3.0 will begin the next term on Academic Probation. A student must earn a term GPA of 3.0 or higher each term while on Academic Probation. One of three possible actions will be implemented for a student on Academic Probation at the end of each term enrollment:

1. A student who earns a term GPA of 3.0 or higher and raises his or her cumulative GPA to 3.0 or higher will return to Good Academic Standing.
2. If a student's term GPA is 3.0 or higher, but the cumulative GPA remains below 3.0, he or she will remain on Academic Probation.
3. If a student earns a term GPA below 3.0 while on Academic Probation, regardless of the cumulative GPA, he or she will be suspended for one term.

### ***M.A.T. Students***

**A M.A.T student in good standing who fails one or more courses, regardless of the term or cumulative GPA, will begin the next term on Academic Probation. A student must earn a term GPA of 3.0 or higher each term while on Academic Probation. One of three possible actions will be implemented for a student on Academic Probation at the end of each term enrollment:**

- 1. A student who earns a term GPA of 3.0 or higher and raises his or her cumulative GPA to 3.0 or higher will return to Good Academic Standing.**
- 2. If a student's term GPA is 3.0 or higher, but the cumulative GPA remains below 3.0, he or she will remain on Academic Probation.**
- 3. If a student earns a second term GPA below 3.0 (which may or may not include a failing grade(s) while on Academic Probation or while in good standing, regardless of the cumulative GPA, he or she will be suspended for one term.**
- 4. If a reinstated student earns a term GPA below 3.0 or fails another course, regardless of the cumulative GPA, he or she will be academically dismissed from the University.**

## **Unsatisfactory Grades**

### **Students Enrolled in Field Experience Courses (Internship/ Externship/Practicum)**

- 1. Students who earn a grade of Unsatisfactory will be placed on Academic Probation, regardless of the cumulative GPA.**
- 2. Students who earn a second grade of Unsatisfactory, will be dismissed from the program, regardless of the cumulative GPA**
- 3. A student who earns a Satisfactory grade the subsequent semester will return to Good Academic Standing.**

### **Students Enrolled in Comprehensive Exam Courses**

- 1. Students who earn a grade of Unsatisfactory will be placed on Academic Probation, regardless of the cumulative GPA.**
- 2. A student who earns a Satisfactory grade the subsequent semester will return to Good Academic Standing.**
- 3. If a student earns a second Unsatisfactory grade while in Good Academic standing, he or she will be placed on Academic Probation. If a student earns a second Unsatisfactory grade while on Academic Probation, he or she will remain on Academic Probation.**
- 4. Students required to pass a comprehensive, exit, or National exam to successfully complete their graduate program must pass the identified exam within three attempts. Those who do not pass within the specified attempts will be dismissed from the program.**

### **Doctoral Students**

- 1. Doctoral students who earn a grade of Unsatisfactory will be placed on Academic Probation, regardless of the cumulative GPA.**
- 2. Doctoral students who earn a second grade of Unsatisfactory, will be dismissed from the University, regardless of the cumulative GPA.**
- 3. A student who earns a Satisfactory grade the subsequent semester will return to Good Academic Standing.**



## *Academic Suspension*

A student who fails a course, regardless of the term or cumulative GPA, will be suspended from the University for one term. Also, a student on Academic Probation who earns a term GPA below 3.0 will be suspended from the University for one term. One term is defined as the Fall, Spring, or Summer term. The Summer term includes all sessions; thus, a suspended student is required to sit out all sessions that comprise the Summer term. An Academic Suspension Appeal may only be reviewed through a grade appeal or hardship withdrawal.

The student on Academic Suspension is not guaranteed the opportunity to return to the University. The suspended student must apply for reinstatement to return to the University and program after the one term absence. Reinstatement criteria are established by the college or school which houses the student's graduate program and are listed in the Reinstatement Procedures section which follows the College, Department, or Program-Specific Standards section of this policy. A student may only be suspended from a program once. If a student is suspended a second time, he or she will be academically dismissed from the University.

If a student's request for reinstatement is approved, the student returns to the University on Academic Probation. One of three possible actions will be implemented for a reinstated student on Academic Probation at the end of each term of enrollment:

1. A reinstated student who earns a term GPA of 3.0 or higher and raises his or her cumulative GPA to 3.0 or higher will return to Good Academic Standing.
2. If a reinstated student's term GPA is 3.0 or higher, but the cumulative GPA remains below 3.0, he or she will remain on Academic Probation.
3. If a reinstated student earns a term GPA below 3.0 while on Academic Probation, regardless of the cumulative GPA, he or she will be academically dismissed from the University.

## *College of Education Reinstatement*

1. The student may apply for reinstatement by submitting a written letter of request to the COE Graduate Studies Office. The letter of request should clearly address the following two questions:
  1. What were the factors that contributed to your failure to maintain good academic standing?
  2. If reinstated, what is your plan to address those contributing circumstances and ensure academic success?
2. The COE Graduate Studies Office will determine if the student will be able to graduate with a 3.0 using the courses that the student has remaining. Once determined, the COE Graduate Studies Office will consult with the chair and/or the graduate faculty of the department and a final decision with regard to the reinstatement will be made. Reinstatement must be approved three weeks before the first day of classes of the term of reinstatement.
3. The COE Graduate Studies Office will inform the student of the decision in writing.

## *Academic Dismissal*

If a student's application for reinstatement following a term suspension is denied by the college or school which houses the student's graduate program, the student will be academically dismissed from the University.

A reinstated student on Academic Probation who earns a term GPA below 3.0 will be academically dismissed from the University.

A reinstated student on Academic Probation who fails a second course will be dismissed from the University. In other words, graduate students are only able to earn one failing grade before being dismissed from the University.

A student who fails two courses, regardless of term or cumulative GPA, will be academically dismissed from the University.

An Academic dismissal may only be reviewed through a grade appeal or hardship withdrawal.

## **Limited Course Withdrawals**

**Graduate students may withdraw from courses with a grade of "W" (Withdraw Passing) a maximum of three times during their entire graduate enrollment at the University of West Georgia. Students must withdraw from courses during the Withdrawal "W" Period, as noted on the Registrar's Calendar in The Scoop. Retroactive withdrawals for prior terms are not permitted. The Withdrawal "W" Period typically begins after Drop/Add and closes at mid-term. Grades of "W" do not count toward the grade point average.**

**It is recommended that students consult with the instructor, academic advisor, Financial Aid, Bursar, and International Student Admissions and Programs (if applicable) before making the decision to withdraw from a course, since undesirable consequences may follow. For example:**

- **International students on an F1 or J1 visa must maintain full-time status to protect their immigration status.**
- **Withdrawing from a course will delay progress toward graduation.**
- **May result in financial aid disruption.**

**Students who attempt to withdraw from a course after reaching their maximum of three withdrawals will continue to be enrolled and will receive a grade at the end of the term, unless the Dean (or Dean's designee) approves the exception. See Petition for Exceptions below.**

## *Automatic Exceptions*

**The following exceptions do not count toward the maximum of six course withdrawals:**

- **Grades of W placed on the transcript prior to Summer 2018**
- **Hardship withdrawal**
- **Military withdrawal**
- **Administrative withdrawal**
- **Formal withdrawal from the university**

### ***Petition for Exceptions***

After the limit of three withdrawals is reached, students are permitted to request exceptions only for circumstances beyond their control. Students appeal in writing to the Dean (or Dean's designee) of the College of Education. The written request (typewritten) should include the following: (1) description of the exact nature of the appeal, (2) reason for the appeal, and (3) supporting documentation, if applicable. Appeals are not heard unless the student has reached the maximum number of withdrawals allowed.

### **Repeating a Course to Replace a Grade**

Beginning summer semester 2017, a graduate student in the College of Education may repeat only one course in which he/she has earned a grade of F or WF at the University of West Georgia. This repeated course will not replace the grade for the original course; in other words, all grades will be calculated to comprise the cumulative GPA.

# **A Proposal for Changing the MPA Admission Requirements**

October 8, 2017 (First Draft)

October 23, 2017 (Revised)

Jan 23, 2017 (Revised based upon GPC recommendations)



## **I. Major Issues**

- **GPA**

- a. Issue: The current description needs a more clarification – “GPA of at least 2.5.”
- b. New Policy: A minimum 2.5 cumulative grade average (GPA) equivalent on a 4.0 scale
- c. Rationale: Clarification

- **GRE requirement**

- a. Issue: The Program requires GRE for all applicants, while many other accredited institutions, especially the institutions (Kennesaw State, Georgia State, and Georgia College & State) near our campus, have a waiver policy for this requirement (see IV. Appendix: Admission Policy Comparison). The waiver policies ease the burden of preparing the admission requirements for applicants and expedite the overall admission process. In particular, in-service professionals in public & nonprofit organizations and students who have a high GPA often inquire of a GRE waiver. With a waiver policy, the program will be more competitive.
- b. New Policy:  
A minimum total score of 291 (combining Verbal and Quantitative) on the Graduate Record Examination (GRE). However, the following are eligible for a GRE Waiver:
  - Applicant with an earned graduate degree from an accredited institution
  - Applicant with an earned undergraduate degree with an overall GPA of 3.0 or higher from an accredited institution
  - Applicant with an earned undergraduate degree with an overall GPA of 2.75 from an accredited institution and at least 3 years professional, full-time, public sector or nonprofit career experience
  - Applicant with a public or nonprofit work experience of at least 7 or more years in a full-time, relevant supervisory position
- c. Rationale: This new waiver policy will reduce some burden for future applicants and improve application rate, particularly good for aspiring in-service applicants who decide to apply close-to-deadline and cannot get a GRE take in time. The change will be beneficial for a competitive edge. In addition, recent studies do not find that GRE has criterion validity in estimating students' academic performance in MPA programs<sup>i</sup>

- **Letters of recommendation**

- a. Issue: The Program requires three letters of recommendation. “Three” may not be necessary; some other institutions, for example, Kennesaw State, require only two. Recommendation letters also have weak validity in the estimation of student performance.

- b. New Policy: Two letters of recommendation from former professors or from job supervisors.
- c. Rationale: Two recommendation letters will reduce the burden for applicants to prepare their admission documents.

- **Personal Statement**

- a. Issue: Currently the Program does not require any personal statement or essay for the admission. An essay or personal statement about professional plan and goal is necessary for better mentoring students through their coursework. One of the new policies that the MPA program has launched is Student Learning Portfolio in which identifying students' career plan and goal in the early stage of their study is extremely important. With a reduction of the recommendation letters, the Program can better accommodate their needs by adding this goal statement essay.
- b. New Policy: A personal statement of about 1,000 words that describes the applicant's work experience, professional goals, the reasons they have chosen this program, why they want to attend UWG, and how the MPA program will help the applicant achieve the goals.
- c. Rationale: By doing this, the Program can better guide/accommodate their needs and goals while they are pursuing the degree. This is a necessary part of Student Learning Portfolio. In addition, it will give the Program an idea of their writing skill.

- **Resume**

- a. Issue: Currently a current resume is not required. However, it is necessary to see applicants' entire track of experiences, achievements, and potentials, for accurate admission evaluation and advisement after their admissions.
- b. New Policy: A current resume
- c. Rationale: It is necessary for accurate admission evaluation and guidance after the admission.

- **Transferrable credit limit (from other institutions)**

- a. Issue: Need more clarifications.
- b. New Policy: Applicants may transfer up to 6 semester hours of graduate work from other accredited institutions. To be transferred, course work from other institutions must correspond to UWG's MPA curriculum. Applicants should provide syllabi and detailed course descriptions and the amount of credit granted will be determined by the program director. Such transferred course work may be no more than five years old.
- c. Rationale: This rule will also improve our competitiveness in the admission process.

## II. The Current MPA Admission Requirements

### Program Specific Admittance Guidelines

- Official GRE total score of 291 (combining Verbal and Quantitative)
- 3 letters of recommendation
- GPA of at least 2.5

## III. Proposal for a new Admission Guidelines (Program Specific Admittance Guidelines)

### Admission Guidelines (MPA)

- **GPA**  
A minimum 2.5 cumulative grade average (GPA) equivalent on a 4.0 scale
- **Recommendation letters**  
Two letters of recommendation from former professors or from job supervisors.
- **GRE scores**  
A minimum total score of 291 (combining Verbal and Quantitative) on the Graduate Record Examination (GRE). However, the following are eligible for a GRE Waiver:
  - Applicant with an earned graduate degree from an accredited institution
  - Applicant with an earned undergraduate degree with an overall GPA of 3.0 or higher from an accredited institution
  - Applicant with an earned undergraduate degree with an overall GPA of 2.75 from an accredited institution and at least 3 years professional, full-time, public sector or nonprofit career experience
  - Applicant with a public or nonprofit work experience of at least 7 or more years in a full-time, relevant supervisory position
- **Personal statement**  
A personal statement of about 1,000 words that describes the applicant's work experience, professional goals, the reasons they have chosen this program, why they want to attend UWG, and how the MPA program will help the applicant achieve the goals.
- **Resume**  
A current resume
- **Transfer credit limit**  
Applicants may transfer up to 6 semester hours of graduate work from other accredited institutions. To be transferred, course work from other institutions must correspond to UWG's MPA curriculum. Applicants should provide syllabi and detailed course descriptions and the amount of credit granted will be determined by the program director. Such transferred course work may be no more than five years old.

#### IV. Appendix: Admission Policy Comparison

Requirements	UWG	KSU	GCSU	GSU
GRE	Official GRE total score of 291 (combining Verbal and Quantitative)	Scores from a standardized graduate admission test, such as GRE, MAT, GMAT or LSAT. GRE waiver – minimum requirements for waiver: 1. An advanced degree (e.g., masters, doctorate), or 2. An undergraduate grade point average of 3.25 or higher in the applicant's major, or 3. Private sector management experience or work experience in the public sector (government or nonprofit organization).	Applicants with an undergraduate GPA of at least 3.0 are not required to submit exam scores. Applicants with an undergraduate GPA 2.75 - 2.99 must submit official scores on either the Graduate Record Exam (GRE), Miller Analogies Test (MAT) or Graduate Management Aptitude Test (GMAT) scores. The applicant must have: GRE: A combined score of 290 (verbal and quantitative) or GMAT: 450 or MAT: 395 Applicants may make a formal request to waive these requirements only when the applicant has completed another graduate degree program and an appropriate transcript is submitted in support of the request.	Applicants may be considered for a waiver of the GRE with departmental approval. Applicants eligible for a GRE waiver must have (1) a 2-year Master's degree or (2) a minimum of 5-years work professional work experience in the public and/or nonprofit sectors and a minimum undergraduate cumulative GPA of 3.0
GPA	GPA of at least 2.5	A baccalaureate degree from an accredited college or university with at least 2.75 grade point average	A minimum cumulative grade point average of 2.75 on a 4.0 scale in undergraduate work.	No information found
Recommendation Letter	3 letters of recommendation	Two letters of recommendation from faculty or work supervisors with direct knowledge of the applicant that address the applicant's potential for graduate study and use of an MPA degree.	Unclear – whether required or how many letters are required	Three letters
Personal letter	Not required	Submit a statement of purpose essay of approximately 1,000 words addressing the following questions: "In what way do you expect the Master of Public Administration degree to affect or enhance your career goals and aspirations?"	Not required	The goal statement is your means of presenting yourself to the Graduate Admissions Committee. You should submit a short typed statement of personal and professional goals as they relate to the certificate or degree program you are seeking. Most applicants write approximately two typed pages, summarizing their work experience, the reasons they have chosen the program, why they want to attend Georgia State, and how the degree fits in with their career goals.
Resume	Not required	A current resume	A current resume	Not required
Transfer Credit	6 semester hours	9 semester hours	9 semester hours	No information found



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## REQUEST FOR GMAT WAIVER

In some instances the Graduate Management Aptitude Test (GMAT) requirement for admission to the Masters of Business Administration (MBA) program in the Richards College of Business may be waived if substantial management experience and/or strong academic credentials are presented. This waiver may be granted at the discretion of the Dean or Dean's designate after a thorough review of the applicant's resume and/or transcripts. At the discretion of the Dean or designate, only one opportunity exists to request a GMAT waiver. Decisions will be made based on the materials submitted and additional data will not be requested. To be considered for a waiver an applicant must clearly define and support the request by adequately describing his/her particular justification.

In order for this request to be processed, the applicant should submit the completed Request for GMAT Waiver form (see below), a current resume, and transcripts, if warranted. The applicant's admission cannot be completed until a decision concerning the GMAT waiver has been made.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

UWG ID# 917 \_\_\_\_\_  
(previous UWG students  
only)

Or Last four of your SSN \_\_\_\_\_



Please provide narrative information in the box below that supports your request for a GMAT waiver for admission to the MBA program at the University of West Georgia. This narrative should define the significance of your work history in terms of tenure and rank and/or strong academic credential (no more than 500 words).

**(Please type your narrative here)**

Rev. 2/26/14

## [All Faculty] Identification of Service Learning Courses

2 messages



**Tami Ogletree** <togletre@westga.edu>

Tue, Sep 5, 2017 at 1:41 PM

Reply-To: togletre@westga.edu

To: All Faculty <all-faculty-list@westga.edu>

Colleagues,

The Service Learning Committee is currently trying to identify courses that meet the criteria to have a "SL" label on Banweb. After reviewing the UWG SL definition, please contact the SL representative(s) assigned to your college or school if you think your course applies. They will need three items at this time:

1. Student Learning outcomes
2. How your students will reflect on the experience
3. Name of your community partner
4. A syllabus, if you have one available

Courses for Spring 2018 need to be identified as soon as possible in order to take them through the approval process.

SL Representatives are:

RCOB: Tami Ogletree and Chris Geiger

COE: Bridgette Stewart

COSM: Lok Lew

COAH: Mary Reid and Ashley Dycus

COSS: Kathleen Barrett

Nursing: Diane Wise and Oliver Duah

UWG definition of Service Learning (approved by Faculty Senate 12/04/2015)

Service Learning is a structured teaching and learning strategy within a course that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and address community priorities.

The Instructor is equipped with knowledge and resources to ensure that:

- The need is identified by the community being served.

- Students engage in critical reflection.
- The service is aligned with student learning outcomes for which the student receives academic credit.
- It is a mutually beneficial partnership that balances student learning with service to the community.

If you have any questions, please don't hesitate to call or email.

Thanks,

Tami

Tamra W. Ogletree PhD  
Faculty Coordinator of Service Learning  
[togletre@westga.edu](mailto:togletre@westga.edu)  
[678-839-6077](tel:678-839-6077)

*Sometimes the least obvious is the most obvious.*

Temple Grandin

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This list is to be used for notifications and announcements related to official university business and relevant to all or most staff of the university.

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**Julia Farmer** <jfarmer@westga.edu>  
To: Susan Hall Webb <swebb@westga.edu>

Tue, Jan 23, 2018 at 7:42 AM

Hi Susan,

Below is an email from Tami to all-Faculty from last September that outlines the work being done on service learning courses. Departments were asked to submit syllabi of courses they were going to teach this spring to the Service Learning Committee so that the committee could decide whether they met the criteria for a service learning tag in Banner. They are trying to identify service learning courses as part of the UWG's application for the Carnegie Community Engagement classification. There is not a particular number of courses that students have to take or departments have to offer. This is merely an information gathering/tagging exercise.

## DIVISION OF ACADEMIC AFFAIRS

### GRE Score Policy – Draft

January 31, 2018

The only official reports of Graduate Record Examination (GRE) scores are those issued by ETS and sent directly to the University of West Georgia using our school code: 5900. Scores obtained from other sources or sent in other formats will not be accepted. Scores must be current, taken within 5 years of the application deadline date for the specific program of study.

Academic programs may offer an exemption or waiver for the GRE under specific circumstances that must be outlined in the graduate catalog. Please consult the program of study's admission criteria for more information.

Once received, the University of West Georgia will not issue or release GRE scores to students, applicants, or other institutions in any format.

### *Admission as a UWG Undergraduate-Graduating Senior*

A UWG undergraduate senior within ~~6 hours~~ **8 hours** of completing requirements for a bachelor's degree may be permitted to enroll in courses for **master's degree graduate** credit provided that ~~he or she~~ meets the following conditions are met:

1. The UWG student must obtain the permission of the Department Chair and Graduate Program Director that schedule and/or provide advising for the **master's degree graduate** course/s. Permission must also be given by the Dean of the college or school of the undergraduate major.
2. The UWG student is qualified for admission to **master's degree graduate** study except for the award of the undergraduate degree.
3. The UWG student registers for no more than ~~nine (9)~~ **twelve (12)** semester credit hours. For example, a student who needs ~~six (6)~~ **eight (8)** hours to complete the baccalaureate degree could register for those ~~six (6)~~ **eight (8)** undergraduate hours plus an additional ~~three (3)~~ **four (4)** hours of **master's degree graduate** credit. The graduate credit would apply to a **master's graduate** degree, essentially accelerating the student's completion of a master's degree after admission to a UWG master's program. Under no circumstances may a course be used for both graduate and undergraduate credit.

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<sup>i</sup> Leavitt, W.M., J.R., Lombard, and J.C. Morris (2011) Examining Admission Factors in an MPA Program, Journal of Public Administration Education 17(3): 447- 460