

Motlow State Community College



1993 CATALOG/
STUDENT HANDBOOK

INFORMATION DIRECTORY

PHONE: TULLAHOMA 615-455-8511 LYNCHBURG 615-759-7322
FAYETTEVILLE 615-438-0028 McMINNVILLE 615-668-7010
TOLL FREE NUMBER 1-800-654-4877

ADDRESS: Motlow State Community College
P. O. Box 88100
Tullahoma, TN 37388-8100

Academic Assessment	Director of Rem/Dev Studies, EXT 302
Academic Bowl	Associate Dean of Liberal Arts, EXT 253
Academic Programs	Dean of Academic Affairs, EXT 210
ACT Testing	Coordinator of Guidance and Testing, EXT 319
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Athletic Program	Director of Athletics, EXT 300
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Career Planning/Placement	Coordinator of Career Planning, EXT 319
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Computer Services	Director of Computer Services, EXT 316
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Evening Classes	Associate Dean of Extended Services, EXT 227
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Financial Aid	Director of Financial Aid, EXT 204
GED Testing	Coordinator of Guidance and Testing, EXT 319
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Health Services	College Nurse, EXT 209
Honors Program	Associate Dean of Liberal Arts, EXT 253
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Industrial and Business Institute	Director of IBI, EXT 251
Information	Director of Marketing, EXT 213
Internal Auditor	EXT 304
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Job Training Partnership Act	Director, Job Training, 455-9596
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Maintenance and Security	Director of Maintenance, EXT 255
Marketing	Director of Marketing, EXT 213
Nursing Program	Director of Nursing Education, EXT 242
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Out-of-State Students	Director of Admissions and Records, EXT 215
Placement Assessment (Testing)	Director of Rem/Dev Studies, EXT 302
Pre-Freshman Program	Director of Admissions and Records, EXT 215
Purchasing	Director of Purchasing, EXT 233
Registration	Director of Admissions and Records, EXT 215
Schedule of Classes	Director of Admissions and Records, EXT 215
Scholarships	Director of Financial Aid, EXT 204
Student Activities	Dean, Student Services & Inst. Adv., EXT 207
Tech-Prep Program	EXT 329
Testing Services	Coordinator of Guidance and Testing, EXT 319
Transfer Students	Director of Admissions and Records, EXT 215
Workshops, Institutes, Seminars-Business	Director of IBI, EXT 251

Motlow State Community College

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An Institution of the
State University and Community College System of Tennessee
Serving Bedford, Cannon, Coffee, DeKalb, Franklin, Lincoln, Moore, Rutherford,
Van Buren, Warren, and White Counties

MOTLOW STATE COMMUNITY COLLEGE IS ACCREDITED BY THE COMMISSION ON COLLEGES OF THE SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS TO AWARD THE LEVEL I ASSOCIATE DEGREE.

OTHER ACCREDITATIONS

Association of Collegiate Business Schools and Programs
National League for Nursing
Tennessee State Board of Nursing
Tennessee State Board of Vocational Education

MEMBERSHIPS

American Association for Higher Education
American Association of Colleges for Teacher Education
American Association of Collegiate Registrars and Admissions Officers
American Association of Community and Junior Colleges
American Council on International Intercultural Education/AACC
Association of College and University Auditors
Community College Leadership Institute/League for Innovation
Institute of Internal Auditors
National Association for Collegiate Directors of Athletics
National Association of College and University Business Officers
National Association of Student Financial Aid Administrators
National Association of Student Personnel Administrators
National Collegiate Honors Council
National Council for Marketing and Public Relations
National Council of Instructional Administrators
National Junior College Athletic Association
National League for Nursing
Southern Association of College and University Business Officers
Southern Association of Colleges and Schools
Southern Association of Collegiate Registrars and Admission Officers
Southern Association of Community, Junior and Technical Colleges
Southern Association of Student Financial Aid Administrators
Southern Council on Collegiate Education for Nursing
Tennessee Alliance for Continuing Higher Education
Tennessee Association of Collegiate Registrars and Admissions Officers
Tennessee Association of Student Financial Aid Administrators
Tennessee College Association
Tennessee College Public Relations Association
Tennessee Educational Association of Veteran Program Administration
Tennessee Junior and Community College Athletic Association

MOTLOW STATE COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY INSTITUTION AND WELCOMES APPLICATIONS FOR EMPLOYMENT OR ADMISSION REGARDLESS OF AGE, HANDICAP, NATIONAL ORIGIN, RACE, RELIGION, OR SEX, OR VETERAN STATUS, AND IS COMMITTED TO EDUCATION OF A NON-RACIALLY IDENTIFIABLE STUDENT BODY.

A NOTE TO VISITORS

The college administration, faculty, and staff welcome visitors to the campus. The administrative offices are open Monday through Friday, 8:00 a.m. - 4:30 p.m.



Dear Prospective Student:

I wish to introduce you to Motlow State Community College. Whether you are a student, a prospective student, or a person seeking additional information about Motlow College, we commit ourselves to providing you with a quality, affordable education in well-maintained and equipped facilities. Our outstanding faculty, in a caring, nurturing environment, will present coursework to challenge you to develop inner strengths. A dedicated staff, also, work to service you. To complete the atmosphere of academic excellence, extracurricular activities and appropriate support services promoting the collegiate experience enhance classroom learning.

Our commitment to quality is reflected in the College's mission and vision statements which are stated on the following page. During the past year, the College instituted a Continuous Quality Improvement program. Many hours have been spent identifying our unique role and long-term goal, which are reflected in these statements. In addition, we have listed the core values of the institution. These values are not listed in priority order. The College has also developed its guiding principles, which we feel are the ways in which we support our mission and vision statements, achieve our desired outcomes, and incorporate our core values in serving our customers. I invite you to carefully review the information on the next page in determining whether Motlow College is the right institution of higher education for you.

I am enthused by your interest and hope that this catalog/student handbook will provide answers to your questions whether you are interested in transferring to a university, obtaining job training, updating skills on the latest technological equipment, or pursuing enrichment goals. We welcome your questions and extend an invitation to visit our campus at your convenience; our administrative offices are open Monday through Friday, 8:00 a.m. - 4:30 p.m.

I challenge you to pursue your goals with enthusiasm and determination and wish you much success in education and in life.

Sincerely,

A handwritten signature in black ink that reads "A. Frank Glass". The signature is written in a cursive style with a large initial "A" and a long, sweeping underline.

*A. Frank Glass
President*

4 GENERAL INFORMATION

ABBREVIATED MISSION STATEMENT

The mission of Motlow State Community College is to enrich and empower its students and the community it serves.

VISION STATEMENT

To be the area's recognized center for life-long learning and growth opportunities.

DESIRED OUTCOMES OF CQI

1. Improve teamwork
2. Provide opportunities for self-improvement
3. Improve communications
4. Maximize our efficiency, effectiveness, and productivity
5. Promote continuous improvement

CUSTOMERS

1. Students
2. Receiving institutions
3. Employers
4. Taxpayers
5. Co-workers

CORE VALUES

1. Excellence
2. Creativity
3. Trust
4. Respect
5. Diversity
6. Teamwork
7. Integrity
8. Knowledge
9. Honesty

GUIDING PRINCIPLES

1. Motlow College is committed to ethical standards as we strive through teamwork to promote trust, respect for diversity, and the free exchange of ideas.
2. Motlow College is committed to excellence in scholarship and in service; through vision and innovation we seek continuous improvement.
3. Motlow College is committed to our customers, to the total development of individuals and to the community at large; we strive to enhance student capabilities and to further the cultural development of our service area.

STATEMENT OF MISSION

Motlow State Community College is a public, comprehensive two-year, open-access college founded in 1969. The College, accredited by the Commission of Colleges of the Southern Association of Colleges and Schools, awards the Associate of Arts, Associate of Science, and Associate of Applied Science degrees, as well as academic and technical certificates of credit.

The College serves a student body that is diverse in race, age, heritage, and educational background and drawn principally from an eleven-county area of rural south central Tennessee. The mission of the college is to offer:

1. degree programs for students who plan to transfer to universities
2. degree and non-degree programs for students who do not plan to transfer to universities but wish to prepare for careers in business, industry, and nursing
3. public service and continuing education programs to promote economic and community development
4. a strong general education core throughout the curriculum
5. excellent technological support throughout the curriculum.

The College affirms that learning is a life-long process and fosters an environment in which such learning may develop. To establish the foundation for liberal education, the College provides a broad spectrum of cultural, scientific, and social activities to complement the core curriculum. State-of-the-art equipment and related resources provide excellent technological support. The Computer Integrated Manufacturing Center fulfills curricular needs in a general technology major and provides consultative services for local industry in the growing high technology corridor represented in the service area. Because of its supportive learning environment, the College helps the student gain the ability to think independently, communicate effectively, solve problems of diverse scope and origin, and understand his or her own heritage, as well as that of others, in the context of a global society.

In short, Motlow State Community College, through a caring, dedicated faculty and staff and well-equipped and maintained facilities, aspires to enrich the lives of its students and the community it serves and, thereby, the state, region, nation, and world.

ACADEMIC CALENDAR

This calendar is subject to change at any time prior to or during an academic term due to emergencies or causes beyond the reasonable control of the institution, including severe weather, loss of utility services, or orders by federal or state agencies. Contact the Office of Admissions and Records to verify calendar dates for each term.

FALL SEMESTER 1993

Registration	August 23-24
Late Registration Begins	August 25
Classes Begin	August 26
Last Day to Register or Add Courses	September 1
Holiday, Labor Day (campus closed)	September 6
Last Day to be Deleted from Roll	September 8
Last Day to Drop Classes and Receive a "W"	October 7
Midterm Examinations	October 18-22
Last Day to Drop Classes with "WP" or "WF" Option	October 28
Intent to Graduate Forms due	November 1
Holiday, Thanksgiving (campus closed)	November 25-26
Final Examinations	December 14-16

SPRING SEMESTER 1994

Registration	January 10-11
Late Registration Begins	January 12
Classes Begin	January 13
Holiday, Martin Luther King, Jr. Day (campus closed)	January 17
Last Day to Register or Add Courses	January 19
Last Day to be Deleted from Roll	January 26
Last Day to Drop Classes and Receive a "W"	February 25
Midterm Examinations	March 7-11
Spring Break	March 14-18
Last Day to Drop Classes with "WP" or "WF" Option	March 24
Good Friday Holiday (campus closed)	April 1
General Education and Major Field Testing for all graduates	April 11-22
Final Examinations	May 10-12
Commencement	May 14

SUMMER SEMESTER 1994

Registration for all Terms	June 2
Full Term Classes Begin	June 3
Last Day to Add Full Term Classes	June 9
Final Exams Full Term	August 9-10
1st Half Classes Begin	June 3
Last Day to Add 1st Half Classes	June 7
Final Exams 1st Half	July 7
2nd Half Classes Begin	July 11
Last Day to Add 2nd Half Classes	July 13
Final Exams 2nd Half	August 11
Holiday, Independence Day (campus closed)	July 4

THE PROGRAMS, CURRICULA, AND FEES AS SET FORTH IN THIS CATALOG ARE SUBJECT TO CHANGE AT ANY TIME AT THE DISCRETION OF MOTLOW STATE COMMUNITY COLLEGE OR THE TENNESSEE BOARD OF REGENTS. BECAUSE OF THE POSSIBILITY OF CHANGE OR UNDETECTED ERROR, IMPORTANT POINTS OF FACT AND INTERPRETATION SHOULD BE CONFIRMED BY THE APPROPRIATE COLLEGE OFFICIAL.

MOTLOW STATE COMMUNITY COLLEGE

The course offerings and requirements of Motlow State Community College are continually under examination and revision. This catalog presents the offerings and requirements in effect at the time of publication but is no guarantee that they will not be changed or revoked. However, adequate and reasonable notice will be given to students affected by any changes. This catalog is not intended to state contractual terms and does not constitute a contract between the student and the institution.

Current information may be obtained from the following sources:

Admission Requirements	Office of Admissions and Records
Course Offerings	Office of Academic Affairs
Degree Requirements	Office of Academic Affairs
Fees and Tuition	Business Office

Motlow State Community College provides the opportunity for students to increase their knowledge by providing programs of instruction in the various disciplines and programs through faculty who, in the opinion of the College, are qualified for teaching at the college level. The acquisition and retention of knowledge by any student is, however, contingent upon the student's desire and ability to learn and his or her application of appropriate study techniques to any course or program. Thus, Motlow State Community College must necessarily limit representation of student preparedness in any field of study to that competency demonstrated at that specific point in time at which appropriate academic measurements were taken to certify course or program completion.

LOCATION

Motlow State Community College is located on 185 acres of beautifully wooded land in Moore County. It is approximately 5 miles from Tullahoma via either State Route 55 or State Route 130, approximately 8 miles from Lynchburg via State Route 55, and approximately 12 miles from Shelbyville via State Route 130.

HISTORY

The 1967 General Assembly authorized the construction of three additional community colleges in Tennessee. At a called meeting of the Tennessee Board of Education on June 13, 1967, officials of the cities and counties in the Elk River Development area asked that a community college be located in Moore County near Tullahoma, Tennessee. The Tennessee Board approved this request.

The 187 acre site for the college was donated by the Motlow family of Lynchburg, Tennessee. Because of this generous gift and because of Senator Reagor Motlow's contributions to education in Tennessee, Governor Buford Ellington and Commissioner of Education, J. Howard Warf, recommended that the college be named Motlow State Community College.

Ground for the college buildings was broken at a ceremony in November, 1967, on the site. Yearwood and Johnson, Architects of Nashville, Tennessee, designed the campus. The principal construction contract was awarded to Martindale Construction Company of Murfreesboro, Tennessee, at a cost of approximately \$2,700,000. Actual construction was begun on five buildings in March, 1968.

Dr. Sam H. Ingram, formerly Dean of the School of Education at Middle Tennessee State University, was appointed president of the college. He opened temporary offices for administrative personnel of the college in the First Baptist Church building in Tullahoma in February, 1969. The administrative staff moved into the Administration Building on the campus in August, 1969. Other buildings on the campus were completed soon thereafter; and the college opened in September, 1969, with approximately 500 students and 25 faculty members. At that time the college offered the two-year university parallel Associate of Arts and Associate of Science degrees and four two-year career programs. Since that time, other new career programs have been added, along with a very active program of continuing education, measurably increasing the institution's service to students and to the community.

In January, 1975, Dr. Ingram resigned to become Commissioner of Education, and the following March, Dr. Harry Wagner, Vice President for Student Affairs at Middle Tennessee State University, was appointed president. In 1984 Motlow's service area was expanded from seven to eleven counties, and Motlow assumed the lead institution role for identifying the educational and training needs of its area. In that same year, a major campus expansion project was implemented including major renovation of the Student Center, renovation of the maintenance complex, and construction of a new building. The new facility provides a 280-seat theatre/auditorium, instructional support areas for nursing and engineering, and an office complex for the Career Education division.

In May, 1986, Dr. Wagner resigned to become President of Chattanooga State Technical Community College and Dr. Wade Powers, Dean of the College at Volunteer State Community College, Gallatin, Tennessee, became interim president.

In April, 1987, Dr. A. Frank Glass, academic dean since 1975, became the third president of the college. Credit and non-credit courses, seminars, and workshops drew increased enrollment throughout the 1987-90 period.

Activities funded by a \$1.6 million Title III grant strengthened the student academic advisement system and provided for acquisition of state-of-the-art equipment for a model Computer Integrated Manufacturing Center. Related activities of the College's

Center for Information Systems, funded through the Tennessee Board of Regents' Centers of Emphasis program, resulted in program revisions, increased faculty/staff development activities, and linkages with area businesses and industries.

Construction of a 14,000 square foot instructional facility in McMinnville was completed for opening in the fall, 1988, and an expanded day and evening program was delivered at the facility in 1988-89. The Tennessee Higher Education Commission approved center status for the McMinnville site in January 1990. In addition, the College expanded its evening program in Fayetteville and initiated a day instructional program there in the fall, 1988. Concurrent with the expanded program, an initiative was undertaken by Lincoln county residents to fund a new facility. This effort reached fruition with the opening of a 14,000 square foot instructional facility located just east of Fayetteville on highway 64.

MOTLOW STATE COMMUNITY COLLEGE THE ROLE OF THE LEAD INSTITUTION

The lead institution concept, developed by the Tennessee Board of Regents, assigns to an institution the responsibility for identifying the appropriate level of sub-baccalaureate education and training needed in an area based upon the area's employment demands. Motlow College has been assigned the lead institution role and is charged with the responsibility of overseeing the development of a cohesive plan for the delivery of vocational, technical, and career programs in its eleven-county service area. Motlow, in its planning efforts, will seek to serve as a catalyst to strengthen the relationship between the area institutions of post-secondary education and business and industry.

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION

It is the intent of Motlow State Community College to comply fully with all parts of the Executive Order 11246 as amended, all subsequent amendments thereto, and any Executive Order superseding each order. Furthermore, it is the intent of Motlow State Community College to comply with Title VI of the Civil Rights Act of 1964 as amended, Title IX of the Education Amendments of 1972, Section 503 and 504 of the Rehabilitation Act of 1973 as amended, the American Disability Act of 1990, the Fair Labor Standards Act of 1938 as amended, the Age Discrimination in Employment Act of 1967 as amended, subsequent amendments to these acts, and all other current state and federal laws and regulations regarding equal employment opportunity and/or affirmative action.

It is the policy of Motlow State Community College that a qualified individual will be assigned overall responsibility for equal employment opportunity/affirmative action. This responsibility is currently assigned to the Associate Dean of Business and Management. Questions regarding these policies and/or matters relative to equal employment opportunity/affirmative action should be addressed to the Affirmative Action Officer (Associate Dean of Business and Management).

JOB TRAINING DIVISION (Job Training Partnership Act)

The Motlow State Community College Job Training Division provides training to prepare youth and unskilled adults for entry into the labor market. The authority for this program was established by the federal government through the Job Training Partnership Act (JTPA) signed by the President in 1982. Motlow College was designated as the administrative entity and grant recipient in July, 1983, for the program in Bedford, Coffee, Lincoln, Moore, and Rutherford counties. These counties are designated as Service Delivery Area 10 (SDA 10), out of fourteen SDAs across the state.

The JTPA represents a significant shift in former federal manpower programs. The Private Industry Council (PIC), composed of appointed members from business and industry throughout the SDA, provides policy guidance for the entire program. The program is orchestrated in close cooperation with local groups, educational institutions, and federal and state agencies. As a check and balance system of management, the Act requires that all county executives and mayors of incorporated cities in the area comprise a Consortium of Local Elected Officials (LEO) which must review and approve the Council's action. The LEO may or may not approve of these actions. Through the Council (PIC) and Consortium (LEO), policy guidance and program oversight are maintained.

Services provided under the Job Training Partnership Act are offered without cost to eligible participants. Participants may enroll in a GED class, update basic skills, attend vocational/technical school, or enroll in a two-year college curriculum. The emphasis is on quality training leading to a permanent career position. During the course of training, participants may qualify for transportation assistance, child care, or limited work experience.

8 GENERAL INFORMATION

ASSESSMENT AND TRAINING CENTERS

The Assessment and Training Center Program is designed to provide counseling and classroom training in basic and pre-employment skills for JTPA participants. The project's goals are to provide competency-based training in the following areas: assessment, basic skills, job acquisition and retention skills, job search, and job development and placement.

During assessment the needs and goals of the applicant are determined by interviewing and testing. Some students are referred programs to upgrade basic skills or provide preparation leading to a GED. Other students are referred to colleges, vocational/technical schools, or to specific skill training leading to employment. Each individual is prepared to be job ready with confident pre-employment skills and motivational training. The JTPA staff will assist in the job-seeking process as a follow-up to participation in other JTPA activities.

CLASSROOM TRAINING

Traditional classroom training is provided through the program. General overview components, as well as industry-specific skills training, are available. All classroom training must be geared to demonstrated industry and business needs in the area. Often limited work experience and on-the-job training are combined with classroom training to give the participant both a theoretical and practical application.

YOUTH PROGRAMS

The youth program is composed of two primary components for youth, ages 14 to 21. The Exemplary Youth Program is comprised of in-school dropout prevention, remedial education, job seeking skills, and placement. This also includes recruitment for those youth who have recently quit school. The second component is the Summer Youth Program. This program provides six to eight weeks of remedial education, career exploration, and work experience. Participants earn minimum wage while participating in both the classroom components and the work experience program.

POST-SECONDARY TRAINING PROGRAM

The Post-secondary Education Program, often referred to as the individual referral program, trains students in professional and skilled areas. This program enrolls students in Motlow State Community College. These students may earn associate degrees in business technology, general technology, nursing, or office systems technology. Vocational students enroll at the Murfreesboro, McMinnville, or Shelbyville Area Vocational/Technical School to acquire certificates and/or diplomas in vocational occupations. This training ranges from 12 months to 24 months in duration depending on the area of study. The ultimate purpose of post-secondary training is to provide skills that should enable each student to successfully enter the labor market.

All post-secondary students are required to be full-time students and maintain a 2.0 cumulative grade point average.

Job Training assists students in training expenses which include tuition and fees and books and supplies. Support services, which include travel, child care, and health care expenditures, are accessible during training. Counseling and tutorial services are also an integral part of post-secondary training.

DISLOCATED WORKER RETRAINING PROGRAM (EDWAAA)

The Dislocated Worker Program integrates available state and local services in meeting the needs of workers undergoing permanent plant closings and substantial lay-offs and provides assistance to the communities impacted by these circumstances. Students can be provided with the following services: counseling, retraining through post-secondary, vocational, basic and remedial education skills, along with assistance in locating employment and referrals to other service providers. The program is operated under the Economic Dislocation and Worker Adjustment Assistance Act (EDWAAA). EDWAAA was passed as a part of the Omnibus Trade Bill and replaced Title III of the Job Training Partnership Act effective July 1, 1989.

FOR ASSISTANCE OR INFORMATION CONCERNING COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990, CONTACT THE OFFICE OF HUMAN RESOURCES FOR EMPLOYMENT ASSISTANCE; CONTACT THE OFFICE OF STUDENT SERVICES FOR STUDENT ASSISTANCE.



STUDENT AFFAIRS

STUDENT AFFAIRS

Motlow State Community College recognizes that it is the student that brings to full realization the goals and objectives of a college program. Each person who is involved in the total effort at Motlow endeavors to demonstrate that the college is willing to work toward the success of each individual who comes to participate in the program of his or her choice.

ADMISSION TO THE COLLEGE

Motlow State Community College subscribes to the open door policy for admission. Prospective students seeking admission to the college must meet the admission requirements listed for the type of student which he/she will be when entering the college. The student types identified for admission purposes are given on the following pages. Each type is defined, specific requirements for admission of each type are listed, and additional information appropriate to that type is given.

All correspondence regarding admissions should be mailed to the Office of Admissions and Records, Motlow State Community College, P. O. Box 88100, Tullahoma, TN 37388-8100.

FINAL ACCEPTANCE

All requirements for admission to the college must be met prior to the student registering for classes. When all admission requirements have been met, the applicant will be sent a letter indicating full acceptance for admission. Deadlines for admission to the college are published in the class schedule. If further action is necessary in order to establish eligibility for admission, the student will be advised. If any requirement is not completed during the first semester of attendance, the student will not receive a grade report for that semester, the student will not be allowed to register for an additional semester, nor will copies of the student's transcript be released until all admission requirements have been met.

NON-RESIDENT STUDENTS

The admission requirements for non-residents of Tennessee are the same as those for Tennessee residents. For the purpose of paying fees and tuition all residency classifications will be made by the Director of Admissions and Records according to the policy set forth by the Tennessee Board of Regents. Copies of these policies are available from the Office of Admissions and Records upon request.

NON-CREDIT COMMUNITY SERVICE STUDENTS

A non-credit community service student is enrolled in non-credit continuing education courses. Enrollment requires completion of forms in the Office of Extended Services during the registration process and payment of the fee appropriate to the selected course(s).

REQUIREMENTS FOR SPECIAL PROGRAMS

Certain instructional programs of the college are subject to special admission requirements which are in addition to the general admission requirements and are subject to change due to the availability of institutional resources.

NURSING PROGRAM REQUIREMENTS

Students wishing to apply for admission to the nursing program must satisfy all admission requirements of the college and, in addition, complete a nursing application, take the Nursing Entrance Examination and comply with all provisions of the Academic Assessment Placement Program (AAPP). For information concerning testing dates, contact the Director of Nursing Education. Final selection of successful applicants will be made by a committee composed of the nursing faculty and the Director of Nursing Education.

One class is admitted annually in the fall semester. Students may enter the college to pursue the general education courses prior to planned entrance into the nursing program. Advisement by the nursing faculty is recommended to plan an appropriate program of study.

Transfer or readmission students who wish to enter the nursing program must have a two-year currency in nursing courses and a recommended five-year currency in required mathematics and natural sciences.

DEGREE AND CERTIFICATE OF CREDIT SEEKING STUDENTS

A degree or certificate of credit seeking student is defined as a student taking courses for credit who intends to complete an associate degree or certificate of credit at Motlow.

STUDENT TYPES FOR ADMISSION

The following student types have been identified at Motlow State Community College for admission purposes:

New Freshman Student	Transient Student
Transfer Student	60-Year-Old or Older Audit Student
Readmit Student	65-Year-Old or Older Credit Student
Audit-Only Student	Foreign Student
Special Student for Credit	Academically Talented Gifted Student
Pre-Freshman Student	

On the following pages, each of the student types named above is defined; the specific requirements for admission are listed; and, additional information appropriate to that type is given. A prospective student seeking admission to the college must complete the requirements for the student type which he/she has chosen for entry into the college.

Any student enrolled in one of the student type categories who wishes to change categories must meet the admission requirements for the new student type category.

NEW FRESHMAN STUDENT

A new freshman student is a student who is pursuing a degree or certificate of credit program at Motlow and has never attended college before. To be admitted as a new freshman student, a person must do the following.

1. Submit a completed Application for Admission form and a \$5.00 non-refundable application fee to the Office of Admissions and Records.
2. Request that the high school from which the applicant graduated forward to the Office of Admissions and Records at Motlow an official transcript indicating the receipt of a regular high school diploma as specified by the Tennessee State Department of Education. A student who received a high school certificate or a diploma of special education or who has graduated from a non-accredited or non-approved high school may be admitted on the basis of GED or ACT scores and high school transcripts. If the General Education Development (GED) examination was taken, request that the testing center at which the test was taken forward to the Office of Admissions and Records at Motlow evidence of satisfactory completion of the examination with a comprehensive score of 45 or more. To be admitted on the basis of ACT, the composite score must be 19 or above. The high school transcript, GED examination, or ACT test results must be sent directly to Motlow from the high school or testing center. All transcripts must be on file prior to registration.
3. Provide an official American College Testing Program (ACT) report if the applicant is under 21 years of age. (This ACT report is not required of applicants who are 21 years old or older.) ACT scores must be less than three years old as of the first day of the admitting term. Applicants without ACT scores or whose ACT scores are more than three years old should contact the Motlow College Office of Guidance and Testing to schedule taking an ACT test. ACT scores on the high school transcript that are less than three years old are acceptable. If the scores were not requested at the time of testing, an official ACT report can be requested by writing to the American College Testing Program, Box 451, Iowa City, IA 52240 and including a \$6.00 fee. The score report is to be sent directly to the Office of Admissions and Records at Motlow.
4. For assessment and placement information, see pages 66-69.

TRANSFER STUDENT

A transfer student is a degree or certificate of credit seeking student who has not previously attended Motlow and is coming to Motlow from an approved college or university. (A student who has previously attended Motlow and transfers from another institution is a "readmit" student.) To be admitted as a transfer student, a person must do the following.

1. Submit a completed Application for Admission form and a \$5.00 non-refundable application fee to the Office of Admissions and Records.
2. Request that an official transcript be forwarded directly to the Office of Admissions and Records at Motlow from each college or university previously attended by the applicant. All transcripts must be on file prior to registration.
3. For assessment and placement information, see pages 66-69.

Students who wish to transfer from another college or university to Motlow State Community College must fulfill admission requirements described previously. Transfer students must be eligible to re-enter the school from which they are transferring. Transfer students who wish to enter the nursing program must have a two-year currency credit in nursing, and a recommended five-year currency for credit in required mathematics and natural science courses.

All work taken for credit at an approved institution will be accepted at Motlow State Community College. Each degree or certificate of credit seeking transfer student's previous work will be evaluated and included on his/her transcript. If the student has earned more than 45 semester hours of credit at approved institutions, the student must request that his/her previous work be evaluated and must show intent that he/she does plan to receive a degree from Motlow. All transfer grades will be used in computing the cumulative grade point average. A copy of Motlow's evaluation will be mailed to the student as soon as the evaluation is complete. When credit is transferred from an unapproved institution, validation of that credit is necessary. The Director of Admissions and Records is to be contacted for information about the validation procedure.

A transfer student who is not eligible to re-enter the institution from which he/she is transferring may appeal the suspension to the Student Affairs Committee at Motlow if he/she feels there are unusual circumstances which have contributed to the suspension from the previous institution. A transfer student who is allowed to enter Motlow through this appeal process may be advised to reduce his or her load, repeat certain courses, or change program of study. The student will enter on probation.

An appeal must be requested by obtaining a suspension appeal form from the office of Admissions and Records and bringing or mailing the completed form along with a copy of a transcript reflecting all previous college work to the Dean of Student Services and Institutional Advancement prior to the last day of the regular registration period as indicated in the official college calendar for the semester which the student wishes to enter. Appeals will be heard by the Committee beginning at 8:30 a.m. on the day before classes begin each semester, including summer. The student should report to the Office of the Dean of Student Services and Institutional Advancement in the Student Center. The Student Affairs Committee reserves the right to alter the date for appeals based upon the number of appeals to be heard.

The Dean of Student Services and Institutional Advancement may remove the suspension status for a student when recommended by the Student Affairs Committee.

READMIT STUDENT

A readmit student is a student who has previously taken credit classes at Motlow College. To be admitted as a readmit student, a person must do the following:

1. Submit a completed Application for Readmission to the Office of Admissions and Records.
2. Request that an official transcript be forwarded directly to the Office of Admissions and Records from each institution attended since last attending Motlow. All transcripts must be on file prior to registration.
3. For assessment and placement information, see pages 66-69.

AUDIT-ONLY STUDENT

An audit-only student is a student who is enrolled with audit status in every class for which he/she is enrolled. A student who attends a class with audit status will receive no credit and no grade. Enrollment with audit status is reflected on the academic record as NC for "non credit." To be eligible for enrollment as an audit-only student, the person must have attained the age of fourteen (14) years prior to the semester in which he/she plans to audit a course. To be admitted as an audit-only student, a person must do the following.

1. Submit a completed Application for Admission form and a \$5.00 non-refundable application fee to the Office of Admissions and Records.
2. Remedial or developmental level courses may not be taken for audit status.

A student who is eligible to enroll for credit may change from audit to credit or from credit to audit during the period of time designated for adding a class in the schedule of classes for the semester, or a student who has audited a course may take it for credit at a later time. However, a student will neither be allowed to change from audit to credit nor credit to audit after the last day to add a class as designated in each semester's class schedule. Enrollment for audit may be subject to space availability. Remedial or developmental level courses may not be taken for audit status.

SPECIAL STUDENT FOR CREDIT

A special student for credit is a student who is taking one or more courses for credit at Motlow but is not pursuing a degree or certificate of credit program. To be admitted as a special student for credit, a person must do the following.

1. Submit a completed Application for Admission form and a \$5.00 non-refundable application fee to the Office of Admissions and Records.
2. Request that the following be forwarded directly to the Office of Admissions and Records:
 - a. an official high school transcript indicating receipt of a regular high school diploma as specified by the Tennessee State Department of Education or an official report of a comprehensive GED score of 45 or more
 - b. an official transcript from each institution attended
 - c. all transcripts must be on file prior to registration
3. Provide an official ACT report if the applicant is under 21 years of age. (The ACT report is not required of applicants who are 21 years old or older.) ACT scores must be less than three years old as of the first day of the admitting term. Applicants without ACT scores or whose ACT scores are more than three years old should contact the Motlow College Office of Guidance and Testing to schedule an ACT test. ACT scores on the high school transcript that are less than three years old are acceptable.
4. For assessment and placement information, see pages 66-69.

TRANSIENT STUDENT (summer semester only)

A transient student is a student from another institution who takes classes during the summer term at Motlow and transfers the credit to the home institution. A transient student must submit an official request to the Office of Admissions and Records at Motlow to have an official transcript forwarded to the home institution at the end of the summer term. Transient students must be eligible to re-enter the home institution. To be admitted as a transient student, a person must do the following.

1. Submit a completed Application for Admission form and a \$5.00 non-refundable application fee to the Office of Admissions and Records; or, in the event that the student has previously attended Motlow, submit a completed Application for Readmission form to the Office of Admissions and Records.
2. Request that an official transcript be forwarded directly to the Office of Admissions and Records at Motlow from the college or university where the applicant is regularly enrolled. All transcripts must be on file prior to registration.

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SIXTY-YEAR-OLD OR OLDER AUDIT STUDENT

This student type is a student who is sixty (60) years old or older and is domiciled in Tennessee who is enrolled only as an audit student. This student type may audit credit courses without payment of a maintenance fee. Enrollment without payment of the full maintenance fee will be subject to the availability of space in the class being requested. To be admitted as a sixty-year-old audit student, a person must do the following.

1. Submit a completed Application for Admission form and a non-refundable application fee to the Office of Admissions and Records.
2. Submit proof of age.

SIXTY-FIVE-YEAR-OLD OR OLDER CREDIT STUDENT

This student type is a student who is sixty-five (65) years old or older and is domiciled in Tennessee who is enrolled for credit. This student type may enroll for credit courses without payment of the full maintenance fee but will be assessed a service fee of one-half the current per-semester-hour maintenance fee rate for each semester hour of enrollment up to a maximum of \$45.00 per semester. Enrollment without payment of the full maintenance fee will be subject to the availability of space in the class being requested. To be admitted as a sixty-five-year-old student, a person must do the following.

1. Submit a completed Application for Admission form and a \$5.00 non-refundable application fee to the Office of Admissions and Records.
2. Submit proof of age.
3. Request any one of the following be forwarded directly to the Office of Admissions and Records:
 - a. an official high school transcript or other proof of graduation from high school; or
 - b. an official report of a comprehensive GED score of 45 or more; or
 - c. evidence of graduation from a college or university.

TOTALLY DISABLED STUDENT

This student type is a person who is domiciled in Tennessee and is totally disabled, as defined by the Tennessee Board of Regents. This student type may audit credit courses without payment of a maintenance fee and may enroll for credit courses without payment of the full maintenance fee but will be assessed a service fee of one-half the current per-semester-hour maintenance fee rate for each semester credit hour of enrollment up to a maximum of \$45.00 per semester. Enrollment without payment of the full maintenance fee will be subject to the availability of space in the class being requested. To be admitted as a totally disabled student, a person must do the following.

1. Submit a completed Application for Admission form and a \$5.00 non-refundable application fee to the Office of Admissions and Records.
2. Submit certification of disability, as defined by the Tennessee Board of Regents.
3. Request any one of the following be forwarded directly to the Office of Admissions and Records:
 - a. an official high school transcript indicating receipt of a regular high school diploma as specified by the Tennessee State Department of Education; or
 - b. an official report of a comprehensive GED score of 45 or more; or
 - c. evidence of graduation from a college or university.
4. Provide an official ACT report if applicant is under 21 years of age. ACT scores less than three years old as of the first day of the admitting term. (The ACT report is not required of applicants who are 21 years old or older.) ACT scores must be less than three years old as of the admitting term. Applicants without ACT scores or whose ACT scores are more than three years old should contact the Motlow College Office of Guidance and Testing to schedule an ACT test. ACT scores on the high school transcript that are less than three years old are acceptable.
5. For assessment and placement information, see pages 66-69.

INTERNATIONAL STUDENT

An international student is a student who is a citizen or a permanent resident of a country other than the United States. To be admitted as an international student, a person must do the following.

1. Submit a completed Application for Admission form and a \$5.00 non-refundable application fee to the Office of Admissions and Records.
2. Request that an official TOEFL (Test of English as a Foreign Language) report with a score of at least 500 be forwarded to the Office of Admissions and Records at Motlow. (The TOEFL is not administered at Motlow.)
3. Submit a completed financial statement form.
4. Submit evidence of high school graduation or the equivalent, or an official report of a comprehensive GED score of 45 or more, or graduation from a college or university.
5. Request that transcripts be forwarded to the Office of Admissions and Records from each educational institution previously attended. Applicants must furnish transcripts of all secondary school and college level studies accompanied by official English translations. The applicant is responsible for paying any cost for official translation of foreign language transcripts.
6. Provide an official American College Testing Program (ACT) report if the applicant is under 21 years of age. (The ACT report is not required of applicants who are 21 years old or older.) ACT scores must be less than three years old as of the first day of the admitting term. Applicants without ACT scores or whose ACT scores are more than three years old should contact the Motlow College Office of Guidance and Testing to schedule taking an ACT test. ACT scores on the high school transcript are acceptable.
7. Submit copies of appropriate examination certificates to the Office of Admissions and Records.
8. All international students applying for admission pursuant to a student visa shall submit a certificate from a licensed physician or other qualified medical authority verifying freedom from tuberculosis within thirty days from the first day of classes, and failure to submit such certification shall result in denial of further enrollment or admission. In the event that a student either has tuberculosis or has potential tuberculosis requiring medical treatment, continued enrollment will be conditioned upon the determination by a licensed physician that further enrollment does not present a risk to others and upon the student's compliance with any prescribed medical treatment program.
9. For assessment and placement information, see pages 66-69.

EARLY ADMISSION

Motlow State Community College provides for admission of select students who are still involved in an educational program in grades 9, 10, 11, and 12. Two categories, pre-freshman and academically talented/gifted, are defined to provide opportunity for early admission.

PRE-FRESHMAN STUDENT

The pre-freshman early admission category is for the student who has completed the junior year in an accredited high school and is still involved in a high school program of study. The following conditions must be met for a student to be eligible for enrollment at Motlow as a pre-freshman student.

1. The junior year has been completed.
2. The cumulative grade average (excluding department grades) beginning with the sophomore year and including all high school work completed at the time of enrollment at MSCC is equivalent to A or B as determined by high school principal or counselor.
3. When a content area in the high school curriculum corresponds to the coursework to be completed at MSCC, the grade average in that content area is equivalent to A or B as determined by high school principal or counselor.
4. The high school principal must approve the student for pre-freshman enrollment and submit a letter of recommendation to the Director of Admissions and Records at MSCC.
5. Provide an official American College Testing Program (ACT) report if the applicant is under 21 years of age. (The ACT report is not required of applicants who are 21 years old or older.) Applicants without ACT scores or whose ACT scores are more than three years old should contact the Motlow College Office of Guidance and Testing to schedule an ACT test. ACT scores on the high school transcript are acceptable.

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When the above conditions have been met, the prospective pre-freshman student must do the following.

1. Submit a completed Application for Admission form and a \$5.00 non-refundable application fee to the Office of Admissions and Records.
2. Request that the high school send an official transcript directly to the Office of Admissions and Records at MSCC. If a letter of approval and recommendation from the principal has not been previously submitted, such a letter should accompany the transcript at this time.
3. Letter of approval and high school transcript must be on file prior to registration.

Courses taken must be chosen by the student in consultation with his/her high school counselor and a Motlow advisor in order to supplement, and not overlap, the total high school program. Such courses will not necessarily count toward the high school diploma, and they will not count as part of entrance requirements for regular admission to MSCC.

ACADEMICALLY TALENTED/GIFTED STUDENTS

Chapter 395 of the Public Acts of 1983 specifies as follows:

"Academically talented/gifted students enrolled in grades 9, 10, 11, or 12 in public or private high school in Tennessee may, with the recommendation and approval of the high school principal and appropriate higher education institution personnel, enroll in and receive regular college degree credit from a Tennessee postsecondary institution if such a student has a grade point average equivalent to 3.2 on a 4.0 maximum basis and if such a placement is a part of the student's planned Individual Education Program (IEP) as established by the multidisciplinary team process."

The following conditions as described in Chapter 395 must be met for a student to be eligible for enrollment at MSCC as an academically talented/gifted student:

1. The student is enrolled in grade 9, 10, 11, or 12. If a student is in the 9th grade, he has completed at least one grading period.
2. The cumulative grade average (excluding department grades) beginning with the ninth grade and including all work completed at the time of enrollment at MSCC is equivalent to 3.2 or more on a 4.0 maximum basis.
3. Enrollment in course at MSCC is part of the student's planned Individual Education Program (IEP) as established by the multidisciplinary team process.
4. The high school principal must approve the student for academically talented/gifted enrollment at MSCC and submit a letter of recommendation, a transcript, and a copy of the student's Individual Education Program to the Dean of Academic Affairs. Courses to be taken are to be identified in the IEP.

The school principal will be notified of action taken on the recommendation. If the proposed enrollment is approved by the Dean of Academic Affairs, the prospective student should submit a completed Application for Admission form and a \$5.00 non-refundable application fee to the Office of Admissions and Records.

Courses taken must be those courses specifically identified in the student's Individual Education Program. Such courses will not necessarily count toward the high school diploma, and they will not count as part of entrance requirements for regular admission to MSCC.

UNDERGRADUATE ADMISSION REQUIREMENTS
UNIVERSITY BACCALAUREATE PROGRAMS
AND
COMMUNITY COLLEGE TRANSFER PROGRAMS

Effective Fall Term, 1989

BACKGROUND

In December, 1982, the Tennessee Board of Regents (TBR) of the State University and Community College System endorsed - as part of its review of teacher education - the "basic academic competencies" and "the basic academic subjects" described by the College Board in its Educational EQuality Project. Subsequently, as part of the Comprehensive Education Reform Act of 1984, Tennessee expressed legislative intent that the same College Board document would provide a benchmark for measurable improvement in K-12 instructional programs. Section 99 of that Act states:

SECTION 99. Within five (5) years after passage of this act it is the legislative intent that the instructional program shall be improved to provide measurable improvement in the subjects of Chapter II "The Basic Academic Competencies," Chapter III "Computer Competency: An Emerging Need," and Chapter IV "The Basic Academic Subjects," all as set out in Academic Preparation for College: What Students Need to Know and Be Able to Do, published by the College Board, 888 Seventh Avenue, New York, New York, 10106, 1983.

By its action TBR asserted the position that college-level work should presume the College Board competencies and that admitted students unable to pursue studies at that level are by definition underprepared.

PROFICIENCY IN BASIC ACADEMIC SUBJECTS

For students with the goal of a baccalaureate degree--which includes university students and those in transfer programs at community colleges--TBR asserts that those subject outcomes acquired ideally from high school study fall in six (6) areas: English, the arts, mathematics, science, social studies, and foreign language.

The requirements listed for TBR universities apply to all students graduating from high school in the spring 1989 or thereafter and entering a TBR university fall, 1989 or thereafter as freshman applicants for regular admission. Undergraduate transfer applicants for regular admission who are deficient in any of these areas must have college courses that remove the deficiency.

Community colleges will remain open admission institutions admitting all high school graduates. However, Motlow State Community College recommends that students seeking admission to programs at Motlow designed for transfer pursue the high school curriculum required for university admission. Admitted students who have not followed the recommended curriculum will be required to remove the deficiencies with college courses or CLEP examinations in the individual subject areas. These courses may be used to satisfy elective credit but will not count toward graduation requirements. These courses must be completed prior to the awarding of an associate degree designed for transfer to a university.

HIGH SCHOOL UNITS REQUIRED FOR REGULAR ADMISSION
AT ALL TBR UNIVERSITIES EFFECTIVE FALL 1989

Beginning with the fall term, 1989, all TBR universities require that first-time undergraduate freshmen who graduate from high school spring, 1989 and thereafter have the high school subject units listed below for regular admission. All TBR community colleges recommend, but do not require, the same subject units for freshmen admitted to programs designed for transfer to baccalaureate schools. Students admitted without these subjects must remove the deficiencies before receiving an associate degree designed for transfer. The deficiencies may be removed by completing specifically designated courses with a grade of C or better or through achieving satisfactory scores on examination, if applicable. See the following pages for details of courses and examinations.

ENGLISH 4 Required Units
 Units in this category must address reading and literature, writing, speaking and listening, and principles concerning the English language. Extensive experience in reading and writing should characterize all courses.

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MATHEMATICS 3 Required Units
Units in this category must include Algebra I, Algebra II, and Geometry or an advanced course with Geometry as a major component. Students are recommended to take a fourth unit in computing, advanced mathematics, or statistics. All college freshmen will benefit by having studied mathematics as seniors.

NATURAL AND PHYSICAL SCIENCE 2 Required Units
Units in this category must include mathematical skills, fundamental concepts, and some laboratory and field work. At least one unit must address detailed knowledge in the more traditional fields of biology, chemistry, or physics and must include a laboratory.

UNITED STATES HISTORY 1 Required Unit
One unit in United States History is required.

SOCIAL STUDIES 2 Required Units
For students entering as first-time freshmen fall 1993 and thereafter, one unit is required. Units may include world history, ancient history, modern history, world geography, or European history. For students who graduated from high school between spring 1989 and spring 1992, units including economics, civics, United States government, sociology, psychology, or anthropology.

FOREIGN LANGUAGE 2 Required Units
Two units in a single foreign language are required in this category. One additional unit in this category is recommended.

VISUAL/PERFORMING ARTS 1 Required Unit
For students entering as first-time freshmen fall 1993 and thereafter, one unit is required. Units may include theatre arts, visual arts, music theory, music history, vocal music, instrumental music, art history, and general music. For students who graduated from high school between spring 1989 and spring 1992, this unit is not required.

One unit is one year of high school study of a given subject. Applicants who attended high schools not offering the required courses may be admitted to a university but must remove the deficiencies during the first 64 semester (or 96 quarter) hours. Transfer students must remove any deficiencies prior to regular admission. Courses required to remove deficiencies can be used to satisfy elective credit only.

REMOVING UNIT DEFICIENCIES

Students who graduate from high school spring, 1989 or thereafter and are admitted to Motlow College as first-time, degree-seeking students in the fall, 1989 or thereafter in the University Parallel major are subject to fall, 1989 admission requirements. Students who enter with deficiencies must remove them prior to receiving the Associate of Arts or Associate of Science degrees.

The deficiencies may be removed by completing specifically designated courses with a grade of "C" or better or through achieving satisfactory scores on CLEP examinations as available. Hours earned in Remedial and Developmental courses may not be used as any part of the hours in a degree program. Hours earned in collegiate courses to remove high school deficiencies may be used as "General Electives" but may not be used to satisfy any item in the "General Education Requirements" or any specific course described in the "Area of Emphasis Requirements" in any program in the University Parallel major.

For each semester enrolled, a student must take steps to remove at least one deficiency through scheduling a course that will lead to removal of a deficiency or successfully completing an applicable CLEP examination. In disciplines where deficiencies exist, the deficiency must be removed before enrolling in other courses within the affected discipline.

Motlow College has identified the following procedures for removing deficiencies in high school units:

THE USE OF AAPP ASSESSMENT FOR STUDENTS WITH DEFICIENCIES IN ADMISSION REQUIREMENTS

TBR admission standards implemented Fall 1989 apply to all students graduating from high school Spring 1989 and thereafter. Students deficient in required high school units may be admitted to community colleges and, through alternative admission, to TBR universities. The AAPP tests in English and mathematics are used to determine the placement of students requiring removal of unit deficiencies in these subject areas. Consequently, students deficient in English or mathematics units may remove these deficiencies by (1) scoring at AAPP college course placement levels and thereby demonstrating competency, or (2) completing R/D course indicated by AAPP placement. Students admitted under the following categories must undergo AAPP assessment for purposes of meeting high school unit admission criteria:

1. Students entering with the GED credential must complete the entire AAPP battery.
2. International students must complete the entire AAPP battery of ACT scores so indicate.
3. Students 21 or older must complete the AAPP battery.
4. Students who lack a high school unit in English or Algebra (regardless of ACT scores) must complete the AAPP English or mathematics tests.
5. Transfer students deficient in required high school English or mathematics units (regardless of ACT scores) must complete these AAPP subject area tests.
6. Students with a Tennessee Honors General Education Diploma with ACT composite and English and mathematics sub-scores less than 19 must complete AAPP tests in these subject areas.

ENGLISH - 4 units required

ASSESSMENT AND REMEDIAL/DEVELOPMENTAL COURSES. A student deficient in English will be required to take the Academic Assessment and Placement Program (AAPP) writing and reading examinations regardless of the student's ACT scores or high school grade point average. If AAPP assessment indicates deficiency based on existing cutoff scores correlated to criteria for college-level work, the student will be required to enroll in Remedial/Developmental courses and follow all established requirements for Remedial/Developmental courses. Students will be restricted in the types of courses they may take while enrolled in Remedial/Developmental courses. Successful performance on the AAPP instrument meets the requirements for the removal of the deficiency in this subject area.

ALGEBRA I AND II - 2 units required

ASSESSMENT AND REMEDIAL/DEVELOPMENTAL COURSES. A student deficient in algebra will be required to take the appropriate Academic Assessment and Placement Program (AAPP) algebra examination regardless of the student's ACT scores or high school grade point average. If AAPP assessment indicates deficiency based on existing cutoff scores, the student will be required to enroll in Remedial/Developmental courses and follow all established requirements for Remedial/Developmental courses. Students will be restricted in the types of courses they may take while enrolled in Remedial/Developmental courses. Successful performance on the AAPP instrument meets the requirements for removal of the deficiency in this subject area.

GEOMETRY OR OTHER ADVANCED MATHEMATICS COURSE WITH GEOMETRY AS A MAJOR COMPONENT - 1 unit required

MAT 099 GEOMETRY. A student deficient in the Geometry/Advanced Mathematics unit will remove the deficiency by completing, with a grade of "C" or better, the course MAT 099 Geometry. Credit hours earned in MAT 099 are add-on hours and will not be used as any part of total hours required to earn an associate degree or certificate of credit.

NATURAL/PHYSICAL SCIENCES, INCLUDING AT LEAST ONE UNIT, WITH LAB, OF BIOLOGY, CHEMISTRY, OR PHYSICS - 2 units required

BIO 104, 105 PRINCIPLES OF BIOLOGICAL SCIENCE I AND II. A student deficient in two units of science may remove the deficiency by completing, with a grade of "C" or better in each, both BIO 104 Principles of Biological Science I and BIO 105 Principles of Biological Science II. A student deficient in one unit of science may remove the deficiency by completing only BIO 105 Principles of Biological Science II.

CLEP EXAMINATION. A student deficient in science may remove the deficiency by completing a CLEP examination in Biology with a minimum score of 50. If the CLEP examination is successfully completed, eight semester hours of credit are awarded to remove the deficiency. If a student is deficient in two units of science, the eight hours awarded through CLEP will remove the deficiency and will be used only as elective hours. Additional courses must be completed to meet the general education requirement of eight semester hours college science. If a student is deficient in only one unit, four hours of credit remove the deficiency and become part of elective hours, and the four remaining hours may be used in meeting program requirements. An additional four semester hours must be earned to complete the general education requirement.

UNITED STATES HISTORY - 1 unit required

HIS 211 UNITED STATES HISTORY I. A student deficient in United States History may remove the deficiency by completing, with a grade of "C" or better, HIS 211 United States History I. A student who removes the deficiency with HIS 211 will complete the six semester hours in the general education requirement by completing either of the following: HIS 212 United States History II with HIS 261 History of Tennessee or HIS 111 World Civilization I with HIS 112 World Civilization II.

CLEP EXAMINATION. A student deficient in United States History may remove the deficiency by completing a CLEP examination in American History with a minimum score of 50. If the CLEP examination is successfully completed, six semester hours of credit are awarded. Three of the awarded hours remove the deficiency and are used as elective hours. The three remaining hours may be used to meet degree requirements. In order for a student to meet the general education requirements in history, the student must take either HIS 261 History of Tennessee or both HIS 111 World Civilization I and HIS 112 World Civilization II.

SOCIAL STUDIES - 1 unit required

At the time this catalog went to press, the course or CLEP examination to remove a deficiency for students entering as first-time freshmen fall 1993 had not been determined. This information will be available through faculty advisors during registration. For students who graduated from high school between spring 1989 and spring 1992, PSY 110 PSYCHOLOGY OF HUMAN RELATIONS may be used to remove a deficiency by completing the course with a grade of "C" or better. Also for students who graduated from high school between spring 1989 and spring 1992, the social studies deficiency may be removed by completing a CLEP examination in Psychology or Sociology with a minimum score of 50. If the CLEP examination is successfully completed, three semester hours of credit are awarded for either PSY 131 General Psychology I or SOC 211 Introduction to Sociology, as appropriate. The awarded hours remove the deficiency and are used as elective hours.

FOREIGN LANGUAGE - 2 units required

FRE 111, FRE 112 BEGINNING FRENCH I AND II OR SPA 101, 102 BEGINNING SPANISH I AND II. A student deficient in two units of foreign language may remove the deficiency by completing, with a grade of "C" or better in each course, the first year sequence of either French or Spanish. A student deficient in one unit of foreign language may remove the deficiency by completing the second semester of the first year sequence of either French or Spanish. To enroll in the second semester of the sequence, the student must demonstrate proficiency in the first semester course. If the student cannot demonstrate proficiency, the entire first year sequence must be completed. In the event that a student has one unit of high school foreign language other than in French or Spanish, the two-course first year sequence in French or Spanish must be completed. To qualify for the Associate of Arts degree, an additional year of foreign language must be completed.

CLEP EXAMINATION. A student deficient in foreign language may remove the deficiency by completing a CLEP examination in French or Spanish with a minimum score of 50. If the CLEP examination is successfully completed, six semester hours of credit are awarded. If a student is deficient in two units of foreign language, the six hours awarded through CLEP will remove the deficiency and will be used only as elective hours. If a student is deficient in only one unit, three hours of credit remove the deficiency and become part of elective hours, and the three remaining hours may be used in meeting program requirements. To qualify for the Associate of Arts degree, an additional year of foreign language must be completed.

VISUAL/PERFORMING ARTS - 1 unit required

At the time this catalog went to press, the course or CLEP examination to remove a deficiency for students entering as first-time freshmen fall 1993 had not been determined. This information will be available through faculty advisors during registration.



EXPENSES AND BUSINESS REGULATIONS

Motlow State Community College is a state-supported institution and, therefore, maintains modest matriculation and incidental fees. Expenses are charged and payable by the semester since each semester is a separate unit of operation. A student may enroll at the beginning of any semester. Registration at the beginning of each semester is not complete until all required fees have been paid (which means all checks have cleared the bank), and no student may be admitted to classes without having met his or her financial obligations. All payments are to be made in cash or by check to the Business Office.

**MAINTENANCE AND TUITION FEES
(THESE FEES AND ALL OTHER FEES GIVEN IN THIS CATALOG ARE SUBJECT TO CHANGE BY
POLICY OF THE TENNESSEE BOARD OF REGENTS.)**

Full-time students (12 or more hours):

Residents of Tennessee*	\$450.00
Non-residents		
Maintenance fee	\$450.00 per semester
Tuition	\$1,300.00 per semester
Total	\$1,750.00 per semester

Part-time students:

Residents of Tennessee**	\$40.00 per semester hour
Non-Residents		
Maintenance fee	\$40.00 per semester hour
Tuition	\$114.00 per semester hour
Total	\$154.00 per semester hour

Age 65 or totally disabled - Residents of Tennessee (for credit enrollment)

Part-time	\$20.00 per semester hour
Maximum	\$45.00 per semester

(Enrollment at these reduced rates is subject to the availability of space in the class being requested.)

Registration and tuition fees for the summer semester will be the same as for the other two semesters. Fees for auditing a course will be the same as the fees paid if taking courses for credit. Enrollment for audit may be subject to space availability.

Enrollment under employee fee waiver programs, i.e., State of Tennessee, Tennessee Board of Regents, and University of Tennessee, will not be allowed until the start of the official late registration period.

Students are classified as residents or non-residents for the purpose of assessing tuition charges. The definition of residency as determined by the Tennessee Board of Regents will apply. Information about residence classification may be obtained from the Director of Admissions and Records.

*The Tennessee legislature has declared that a limited number of residents of Jackson or Madison county in Alabama may attend Motlow State Community College for the same rates as residents of Tennessee. Contact the Office of Admissions and Records for details.

Persons who are domiciled in Tennessee and are 60 years of age or older and persons domiciled in Tennessee who are totally and permanently disabled, as defined by the Tennessee Board of Regents, may audit credit courses without payment of a maintenance fee subject to the availability of space in the class being requested. Other applicable fees and any supply expenses are payable at the time of registration.

OTHER FEES

Application Fee, one-time, nonrefundable \$5.00

Campus Access Fee, each semester, nonrefundable \$6.00

The campus access fee will be assessed each student who registers for credit classes and students taking non-credit CED classes which meet for eight weeks or longer. If a student enrolls in both credit and non-credit classes or in more than one non-credit class to which the fee applies, the student will pay this fee only once during the semester.

Change of Registration Fee (drop-add), per form, nonrefundable \$5.00

College Level Examination Program (CLEP) \$38.00 per test

Graduation Fee, one-time, nonrefundable	\$25.00
This fee covers the cost of the diploma, cap and gown, and other graduation expense. This fee must be paid by November 1, before an application for graduation will be processed by the Office of Admission and Records.	
General Education Development (GED) Test Fee	\$25.00 for initial testing
GED Retest Fee	\$5.00 per test section
ACT Test Fee	\$15.00 per test
Late Registration Fee, nonrefundable	\$10.00
This fee will be charged during the entire period of late registration as indicated in the official calendar for each term published in the class schedule.	
Library Fee	
Overdue Books, per book	10 cents per day to a maximum \$10.00
Overdue Reserve Books, per book	25 cents per library operating hour, to a maximum \$10.00
Lost Books	\$10.00 processing fee plus replacement cost
Nursing Entrance Examination Fee, nonrefundable	\$20.00
Nursing Lab Fee, per lab section, nonrefundable	\$8.00
Returned Check Fee, per returned check, nonrefundable	\$15.00
Student Activity Fee, each semester, nonrefundable	\$5.00
The activity fee is to be paid by students taking six or more credit hours.	
Traffic Violations Fee	
First and second violation, each	\$5.00
Each violation thereafter	\$10.00
Handicapped Parking Violation	
First violation	\$25.00
Each violation thereafter	\$50.00

RETURNED CHECKS

There is a \$15.00 charge for any check tendered for payment to the college that is subsequently dishonored and returned by the bank. Returned checks received for the payment of registration fees, if not redeemed within ten calendar days from the postmark date of the institution's letter of notification, shall result in the disenrollment of the student who fails to redeem his or her check. A late fee of \$10.00 will also be assessed for any returned check that was tendered for registration fees, unless the student registered late initially.

For other returned checks cashed on campus, an opportunity to redeem the check shall be allowed; and, if the check is not then redeemed, a formal notice will be sent by registered mail to the drawer. Failure to redeem the check after formal notice shall result in the initiation of college disciplinary action.

No student may re-enroll, graduate, receive grades, or receive a transcript of his or her record until all accounts are settled. The term "account" includes any indebtedness to the college.

The above policy on returned checks is in accordance with recommended and approved policies of the State University and Community College System of Tennessee.

REFUNDS

Two changes in a student's status which may require a refund are changes in a full-time student's schedule which result in his or her reclassification to a part-time student and changes in a part-time student's schedule which result in a class load of fewer hours. Those situations which may require a refund are dropping a course or courses, withdrawing from school, cancellation of a class by the institution, and death of the student. Refund processing begins after the 25% refund period has ended (see below) and requires two to three weeks for completion.

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No drops or withdrawals will be processed during official registration periods as defined in the official schedule of classes for each term.

Students who preregister may withdraw from school prior to official registration periods but may not process a change of registration (drop/add) until after the official registration periods as defined in the official schedule of classes for each term.

CREDIT CLASSES

1. Seventy-five percent (75%) of fees will be refunded for drops or withdrawals for a period of 14 calendar days beginning with and inclusive of the first official day of classes or within an equivalent period for a short term course. Twenty-five percent (25%) of fees will be refunded following expiration of the seventy-five percent (75%) period, for a period of time extending through twenty-five percent (25%) of the time period covered by the term. No refunds will be made beyond the twenty-five percent (25%) period.
2. One hundred percent (100%) of fees will be refunded for classes canceled by the institution.
3. One hundred percent (100%) of fees will be refunded for withdrawals prior to official registration for the regular academic term and prior to the first class meeting of the second-half summer term.
4. One hundred percent (100%) of fees will be refunded in case of death of the student.

Summer term refunds will be based on the above procedures with time periods for half summer terms being prorated as a percentage of a regular term.

Federal law requires an exception to the above refund schedule for federal financial aid recipients in their first term of attendance. Refunds for these students will be calculated in 10 percent increments for up to 60 percent of a semester.

NON-CREDIT CLASSES

No refunds will be made for a non-credit class unless the class is canceled.

BOOKS AND SUPPLIES

The Tipps Bookstore, located in Forrester Student Center, carries all required textbooks and student supplies which are selected and officially approved by the teaching staff. The Tipps Bookstore accepts cash, check, MasterCard, Visa, and Discover and is operated by Follett Stores, Incorporated.

BUYBACK POLICY. Cash is paid for used books throughout the year. Prices paid depend on future class use at Motlow State Community College and Tipps Bookstore inventory levels. Up to 50% is paid on all textbook editions which have been adopted for the next term (as long as the demand equals or exceeds the supply.) Textbooks should be sold as soon after the last class as possible for maximum value. This is when inventories will be most depleted and the need is the greatest. For example, by the first day of class a book may not be worth 50% because the inventory level may be adequate. As an additional service, non-adopted textbooks which are current editions and in good condition will be purchased at the current market value based upon a national college textbook market guide.

REFUND POLICY. Textbooks may be returned for full credit if the book is (1) accompanied by a sales receipt; (2) unmarked (if purchased new); and (3) returned within specified time. Regular term textbooks may be returned for full credit up to 15 calendar days from the opening day of classes (or within 2 days if purchased thereafter). Summer term textbooks may be returned for full credit within 7 calendar days from the opening day of classes. All textbooks of defective publication will be replaced throughout the term. There are no refunds for textbooks purchased during the last week of classes or during final exam week.

TIPPS BOOKSTORE HOURS. The hours of the Tipps Bookstore are as follows: Monday and Tuesday, 7:30 a.m. to 6:30 p.m.; Wednesday, Thursday, and Friday, 7:30 a.m. to 4:30 p.m.; Saturday and Sunday--closed. Holidays, summer hours, and extended hours will be posted at the start of each term.

VEHICLE REGISTRATION AND PARKING

Any regular student, faculty member, or staff member who expects to operate and park a privately-owned vehicle on campus must register the vehicle with the Business Office and obtain an official registration decal, valid from August 1 through July 31 of the following year. If needed, students may obtain additional decals at the Business Office

Special parking areas are provided for students with disabilities. A special parking decal for students with disabilities is available from the College Nurse upon the recommendation of a physician or based on an evaluation of the disability by the Nurse.

In an extreme emergency when a non-registered vehicle is necessary for a limited time, the student must secure a temporary parking permit from the Dean of Student Services and Institutional Advancement in order not to be subject to a charge for parking violation. This means even for one day.

The first and second parking violation, except disabled parking violations, will result in a \$5.00 charge for each violation. The charge for each regular violation thereafter will be \$10.00 and a warning of disciplinary action. A \$25.00 charge will be assessed for the first disabled parking violation and \$50.00 for each violation thereafter. Failure to resolve parking violations by payment in the Business Office or by appeal will result in an official hold being placed on all student records. Students, therefore, will neither be able to receive their grades for the current semester nor register for subsequent semesters.

APPEAL OF A CITATION FOR VIOLATION OF VEHICLE REGISTRATION AND/OR PARKING REGULATIONS

Any student may appeal his or her notice of a vehicle registration/parking violation to the Dean of Student Services and Institutional Advancement. Appeals must be made within one week of the date of the citation for the violation. Ignorance of parking regulations will not be considered as a reason for appeal.

STUDENT FINANCIAL AID

The primary purpose of financial aid is to provide assistance to students who, without such aid, would find it difficult to attend college successfully. Motlow College adheres to a nationally established policy and philosophy of financial aid for education. Basically, this policy is that students and parents have the first responsibility for financing an education. However, when it is determined that a family cannot meet the educational costs, then financial assistance is available. All students are encouraged to apply for aid if they feel they have the need. To determine if there is need for assistance, Motlow College recommends filing the ACT Family Financial Statement which takes into consideration the factors which affect a family's financial status.

The Financial Aid Office is located in the Administration Building. The Director of Financial Aid is available during posted hours to discuss any student's financial need with him/her and to help with the necessary aid application. The application can be obtained in the Financial Aid Office, Extended Services Office, or in the local high school Guidance Office. All information received in the Financial Aid Office is kept in strictest confidence.

The college provides financial assistance to students through four basic sources: employment, grants, loans, and scholarships. Most of these funds come from programs sponsored by the federal and state governments. In order to be entitled to receive federal and/or state student assistance benefits, a student must maintain satisfactory progress in the course of study he/she has selected. More detailed information on aid programs and student rights and responsibilities is available in the publication, "Student Consumer's Guide to Financial Aid," available in the Financial Aid Office.

The following sources of financial assistance are discussed on the following pages.

- Employment: College Work-Study Program
Campus Work Program
- Grants: Pell Grant
Supplemental Educational Opportunity Grant
Tennessee Student Assistance Award
Athletic Grant-in-Aid
JTPA Individual Referral
- Loans: Stafford Student Loans (G.S.L.)
Nursing Student Loans
Emergency Loans
PLUS/SLS Loans
- Scholarships: Valedictorian/Salutatorian Workshops
Leadership Workshops
Academic Workshops
Motlow College Undergraduate Scholarships
Other Scholarships

EMPLOYMENT

COLLEGE WORK-STUDY PROGRAM

The College Work-Study Program provides jobs on campus for students who need financial assistance as determined from information on the student aid application. This program gives students a chance to work up to 20 hours per week and earn a part of their educational expenses. Students are paid monthly by check.

CAMPUS WORK PROGRAM

A limited number of campus jobs are available to students who normally do not qualify for the Federal College Work-Study Program. The student must be enrolled full time in a degree program. Job opportunities depend upon the skills, needs, and interests of the student as well as the needs of the offices or departments on campus hiring the student worker.

GRANTS

PELL GRANTS

The Pell Grant Program, a federal aid program, provides money to help undergraduates pay for their education after high school. Eligibility is determined by the Department of Education using a standard formula to evaluate the information provided on the student aid application. These grants provide the "foundation" of financial aid to which other aid may be added; therefore, all students needing assistance should apply for the grant. Students must be regular, degree-seeking undergraduates and be enrolled or planning to enroll for at least 6 credit hours per semester.

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT

The Supplemental Grant is a federally-funded, but institutionally-controlled, grant program. Eligibility is based upon financial need. All financial aid applicants using a nationally approved needs analysis (ACT-FFS) will automatically be considered for the grant. Applications received by May 1 will be given priority.

MINORITY GRANTS

A grant awarded through the Financial Aid Office to minorities who have exceptional need.

TENNESSEE STUDENT ASSISTANCE AWARD

A Tennessee Student Assistance Award is a nonrepayable grant to assist students in financing a postsecondary education. Funds are appropriated annually by the Tennessee General Assembly and administered by the Tennessee Student Assistance Corporation. Any Tennessee resident who is enrolled or will be enrolled as an undergraduate student in an eligible postsecondary institution may apply.

ATHLETIC GRANT-IN-AID

Athletic grants-in-aid are available for qualified students participating in varsity athletics. A student who is interested and who needs more information should contact the Director of Athletics or the coach of the sport in which he/she wishes to participate.

JTPA INDIVIDUAL REFERRALS

JTPA Individual Referrals are available to eligible individuals who want to pursue training in areas of high labor market demand. Eligibility is based on poverty level economic guidelines or displacement from loss of a job due to a layoff. Students interested in financial assistance should contact the Job Training Office.

LOANS

STAFFORD STUDENT LOANS (G.S.L.)

The Tennessee Student Assistance Corporation is an agency created by the 83rd General Assembly of the State of Tennessee which guarantees long-term personal loans made to Tennessee residents by participating lending institutions. The interest on these loans is paid by the federal government until the student's repayment period begins, which is no less than six months after a student graduates or ceases to be at least a half-time student (6 semester hours). Interest rates and other provisions are subject to change by legislative action. Applications are available at participating lending institutions or the Financial Aid Office.

EMERGENCY LOANS

Motlow College has a small loan fund which is available for short-term loans to full-time students who encounter sudden financial distress.

PLUS/SLS LOANS

PLUS Loans are for parent borrowers; SLS's are for students. Parents may borrow up to \$4,000 per year, to a total of \$20,000 for each child who is enrolled for at least 6 semester hours (half-time status) and is a dependent student. Under SLS, graduate students and independent undergraduates may borrow up to \$4,000 per year, to a total of \$20,000. SLS and PLUS loans disbursed on or after July 1, 1987 will have a variable interest rate, adjusted each year. For specific details on the program, contact your local bank, credit union, other eligible lenders, or the Financial Aid Office staff. Provisions of this program are subject to change by legislative action.

SCHOLARSHIPS

LEADERSHIP WORKSHIPS

Outstanding area high school students may apply for the Motlow College Leadership Award. The award covers the maintenance fees and includes a work obligation of 75 hours per semester. The number of workshops awarded each year is dependent upon availability of funds. Applicants must be Tennessee residents and plan to enroll as full-time students. Awards shall be limited to students who are graduating from high school in the upper twenty-five percent of their class with a minimum high school average of 2.9 or the equivalent. These awards are made on a semester basis. Renewal of the workshop shall require a minimum semester grade point average of 2.5. The workshop can be used during the fall and spring terms only.

ACADEMIC WORKSHIPS

Academic workshops are offered to service area high school students who have a composite score of 22 or above on the American College Test and will be graduating in the upper twenty-five percent of their class with a minimum high school average of 2.9 or the equivalent. The applicant must be a resident of Tennessee and plan to enroll as a full-time student. The award covers the maintenance fees and include a work obligation of 75 hours per semester. Awards of these workshops are made on a semester basis. Renewal of the workshop shall require a minimum semester grade-point average of 2.5. The workshop can be used during the fall and spring terms only. Applications are available in the high school counseling office.

MOTLOW COLLEGE UNDERGRADUATE SCHOLARSHIPS

The Motlow College Undergraduate Scholarships are awarded to outstanding minority students. The number of scholarships and amount of the award are determined annually. For more information, contact the Financial Aid Office.

OTHER SCHOLARSHIPS

The Motlow College Foundation provides funds for the scholarships listed below. Some of these require a campus work obligation. For information, contact the Director of Financial Aid.

COLLEGE BOWL SCHOLARSHIP -- awarded to an outstanding student who is interested in becoming a member of the Motlow College Bowl team.

MOTLOW MONITOR SCHOLARSHIP -- awarded to a student majoring in journalism.

HARRY D. WAGNER SCHOLARSHIP -- awarded to an outstanding incoming freshman intending to graduate from Motlow State Community College with a university parallel major and pursue a baccalaureate degree.

STUDENT GOVERNMENT ASSOCIATION SCHOLARSHIP -- awarded to the SGA president.

ACADEMIC SCHOLARSHIPS -- awarded to outstanding entering Freshmen.

NON-TRADITIONAL SCHOLARSHIP -- students 23 years old or older may apply.

MINORITIES IN TEACHER EDUCATION SCHOLARSHIPS -- Apply to the chairperson of the Minorities in Education Committee.

MUSIC SCHOLARSHIPS -- Apply to the faculty director of music program.

VETERANS AFFAIRS

Motlow State Community College cooperates with the Veterans Administration in providing educational opportunities for veterans and other eligible persons under appropriate public laws. Veterans and other eligible persons desiring to attend Motlow under appropriate federal legislation should contact the Office of Admissions and Records.

To start receiving veteran's benefits, the appropriate forms must be completed. These are available in the Office of Admissions and Records. A certified copy of the DD 214 must be submitted, as well as marriage certificate, divorce papers, and birth certificates of dependent children. A veteran must be approved by the VA for an educational objective, such as a specific degree. A veteran must directly pursue his/her approved program. Courses not required for graduation or exceeding the number of elective hours required will not be approved to or by the VA. A change of status may reduce the payment from the VA.

A change of program is subject to VA approval. A form available in the Office of Admissions and Records should be completed and submitted for program change approval.

Veteran students can receive a maximum six semester hours credit (4 hours physical education and 2 hours health) for military service time based on the minimum of one year, eleven months and twenty-nine days of net active military service in the Armed Forces of the United States. The veteran must present a certified copy of the DD 214 (if not already on file at Motlow) to the Office of Admissions and Records and file a petition for this credit.

A veteran who wishes to contact the VA Central Office may do so at the following address:

Veterans Administration
Regional Office
110 9th Avenue, S.
Nashville, Tennessee 37203
Phone: 1-800-827-2026 (Toll Free)

The Office of Admissions and Records has primary responsibility for Veterans Affairs.

ENROLLMENT AND STUDENT RECORDS

REGISTRATION FOR COURSES

The academic year begins in August and is divided into three semesters. Students may enter at the beginning of any semester. Official dates, times, and locations for registration for a given semester will be announced prior to the opening of that semester. All students are expected to complete registration on the dates announced.

Students who were in attendance the previous term, readmit students, and new students whose applications for admission or readmission have been processed by the Office of Admissions and Records will receive notification of registration time. Students not receiving a registration time should check the time in the current schedule of classes or contact the Office of Admissions and Records for information. Each student will be assigned an academic advisor who will provide academic advisement prior to or during registration and who will continue to assist the student in completing his/her educational program at Motlow.

A student is not officially enrolled until all the requirements of registration have been completed, including payment of fees. Registration during a defined period of time after the announced official registration date may be completed by presenting an acceptable reason for the delay and payment of a late registration fee.

CHANGE OF REGISTRATION

After official registration is completed, a student may change his/her schedule by adding classes, dropping classes, changing audit enrollment to credit enrollment, or changing credit enrollment to audit enrollment. There is a fee for a change of registration.

ADDING A CLASS

For a defined period of time following official registration each semester a student may add classes. The last day that a student may add classes for a specific semester will be stated in the schedule of classes for that semester and posted in the Office of Admissions and Records. A student who attends a class without officially registering or following the prescribed procedures for adding a class will not receive credit for that class.

The following procedures are followed in adding a class:

1. Obtain a Change of Registration Form from the Office of Admissions and Records.
2. Complete the form with the assistance of the advisor and have the advisor sign the completed form.
3. Have the advisor check on the status of the class to be added.
4. Return with the completed form to the Office of Admissions and Records for checking and data entry.
5. Submit the completed form with the appropriate fee to the Business Office and receive a copy of the form as a permit to attend the added class(es).

Students who are attending only evening classes may receive assistance in completing the above procedure in the Office of Extended Services.

DROPPING A CLASS

When a student no longer wants to be enrolled in a given class, that student may officially drop that class. The drop process is used to reduce a class load. If all classes are discontinued, the process for withdrawal from the College should be followed. Students who stop attending a class and fail to follow the prescribed procedures for dropping that class will receive an "F" in the course.

The following procedures are followed in dropping a class:

1. Obtain a Change of Registration Form from the Office of Admissions and Records.
2. Complete the Change of Registration Form with the assistance of the advisor and have the advisor sign the completed form.
3. Obtain the signature of the instructor of the class being dropped.
4. Return with the completed form to the Office of Admissions and Records for checking and data entry.
5. Submit the completed form with the appropriate fee to the Business Office.

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Students who are attending only evening classes may receive assistance in completing the above procedure in the Office of Extended Services.

Officially dropping a class will affect the academic record of a student at Motlow in one of the following ways.

1. Dropping a class during the time up to, and including, the last day to be deleted from the class roll (indicated in the official college calendar for that semester) will result in no indication on the academic record that the student was enrolled in the class that semester.
2. Dropping a class after the last day to be deleted from the class roll and no later than one week prior to midterm examinations will result in a "W" on the academic record for the class(es) dropped. The "W" which indicated "withdrew" is not used in computing the grade point average.
3. Dropping a class within the three weeks following the last day to receive a "W" will result in a "WP" or "WF" for the class(es) dropped. The "WP" indicating "withdrew passing" is not included in computing the grade point average; however, the "WF" indicating "withdrew failing" is computed in the grade point average in the same manner as an "F".
4. Dropping a class after the last day to have the "WP" or "WF" option will result in a "WF" for the class(es) dropped, except for unavoidable circumstances, which should be appealed to the Dean of Academic Affairs through the Dean of Student Services and Institutional Advancement as described on page 31.

Specific dates which apply to the above timetable during a given semester will be published in the class schedule for that semester and will be posted in the Office of Admissions and Records.

CHANGING TO OR FROM AUDIT ENROLLMENT

A student may change his/her enrollment status in any class from audit to credit or credit to audit during the period of time designated for adding a class. The last day to add a class and, therefore, to change to or from audit status in a given semester is stated in the class schedule for that semester.

The following procedures are necessary for changing to or from audit status:

1. Obtain a Change of Registration form from the Office of Admissions and Records.
2. Complete the Change of Registration form with the assistance of the advisor and have the advisor sign the form.
3. Obtain the signature of the instructor of the class for which enrollment status is being changed.
4. Return with the completed form to the Office of Admissions and Records for checking and data entry.
5. Submit the completed form with the appropriate fee to the Business Office.

Remedial or developmental level courses may not be taken for audit status. Students who are attending only evening classes may receive assistance in completing the above procedure in the Office of Extended Services.

WITHDRAWAL FROM THE COLLEGE

When all classes that are being taken are being dropped, the process of withdrawal from the college must be completed. Students finding it necessary to withdraw from the college should do so officially to maintain good standing. The withdrawal process is not completed until appropriate forms are completed and processed in the appropriate offices and all obligations to the college have been met. Official withdrawal may be completed by the student or by a person designated to act on his/her behalf. A student needing to withdraw, who cannot come to the campus and does not have a person to designate to complete the withdrawal process for him/her, should call the Director of Admissions and Records, explain the circumstances, and ask that the withdrawal process be completed for him/her.

The following procedures are followed in withdrawing from the college:

1. A Withdrawal Form is obtained from the Office of Admissions and Records.
2. Necessary signatures indicated on the form are obtained to indicate clearance of any obligation to the College.
3. The completed form is taken to the Business Office.
4. To complete a telephone withdrawal, a student must request in writing to be withdrawn from the college. The student is not withdrawn until the letter is received.

The Business Office will verify clearance of all obligation to the college, will initiate steps for any appropriate refund of fees, and will officially notify the Office of Admissions and Records that the withdrawal process has been completed. A student who stops attending all classes without completing the official withdrawal process will receive a failing grade (F) in each course in which he/she is enrolled.

Students who are attending only evening classes may receive assistance in completing the above procedure in the Office of Extended Services.

Official withdrawal from the college will affect the academic record of a student at Motlow in one of the following ways.

1. Withdrawal during the time up to, and including, the last day to be deleted from the class roll (indicated in the official college calendar for that semester) will result in no indication on the academic record of attendance during the semester.
2. Withdrawal after the last day to be deleted from the class roll and no later than one week prior to midterm examinations will result in a "W" on the academic record for each class in which the student is enrolled at the time of withdrawal. The "W" is not used in computing the grade point average.
3. Withdrawal within the three weeks following the last day to receive a "W" will result in a "WP" or "WF" for each class in which the student is enrolled at the time of withdrawal. The "WP" is not included in computing the grade point average; however, the "WF" is computed in the grade point average in the same manner as an "F"
4. Withdrawal after the last day to have the "WP" or "WF" option will result in a "WF" for each class in which the student is enrolled at the time of withdrawal, except for unavoidable circumstances, which should be appealed to the Dean of Academic Affairs through the Dean of Student Services and Institutional Advancement as described below.

Specific dates which apply to the above timetable during a given semester will be published in the class schedule for that semester and will be posted at the Office of Admissions and Records.

APPEAL OF THE MANDATORY "WF" GRADE

A student may appeal to have the WP/WF option extended if there are circumstances which were beyond the student's control. These circumstances include illness of the student or a member of the student's immediate family, death of a member of the student's immediate family, major alteration in the student's work schedule, financial calamity, or institutional procedure.

All appeals should be submitted in writing to the Dean of Student Services and Institutional Advancement. After an investigation of the circumstances surrounding the appeal, the appeal will be submitted to the Dean of Academic Affairs. The Dean of Academic Affairs will reserve the right to question the student who has appealed and will grant an exception to the policy on the merit of each case. The student will be notified in writing of the response to the appeal.

If the Dean of Academic Affairs authorizes extension of the WP/WF option for the student who appeals, the Dean of Student Services and Institutional Advancement will notify the Office of Admissions and Records. This extension of the WP/WF option gives the instructor the option of assigning "WP" or "WF" for the student who appealed.

CLASS ATTENDANCE

Unless prevented by circumstances beyond his/her control or absent on the basis of an institutionally approved absence, a student is expected to attend regularly all classes for which he/she is registered. Regardless of the cause of nature of the absence, the student is responsible for the material covered or assigned during the absence.

Each faculty member is responsible for explaining, in writing, at the beginning of each course his/her practice in the treatment of absences. When regular attendance is a definite part of the total performance expected for the satisfactory completion of a course, an unsatisfactory attendance record may adversely affect the final grade recorded for the course.

Students may be given an institutional excuse for absence on the basis that the student represents the college at a public event in the interest of the college or is engaged in an activity such as a field trip, which contributes to the education of the student. In granting an institutional excuse for absence, the college does not excuse the student from the responsibility for material covered or assigned during the absence.

CREDIT IN RESIDENCE

Credit classes are scheduled by Motlow on the campus and at off-campus locations. All credit earned in classes scheduled by Motlow, whether on campus or off campus, is defined as credit in residence. The last 24 semester hours of credit granted toward a degree from Motlow must be earned in residence at Motlow.

TRANSFER CREDIT

Generally, all credit granted by an accredited higher education institution will be accepted at Motlow. Credit from an institution of higher education which is not fully accredited may be accepted provisionally. The Director of Admissions and Records should be contacted concerning validation of credit from institutions not accredited by appropriate regional accrediting agencies.

Official transcripts of all previous records, regardless of the period of time since completion, should be mailed from the granting institution to the Office of Admissions and Records at Motlow for evaluation.

Transfer credits are evaluated in the Office of Admissions and Records for course equivalency or for elective credit. Credits for courses at another institution not corresponding with courses at Motlow will be entered on the transcript as elective credit when the area of study relates to the course offerings at Motlow. Each degree or certificate of credit seeking student's transfer credit will be evaluated, and a copy of the evaluation will be mailed to the student as soon as the evaluation is complete. If the student has earned more than 45 semester hours of credit at approved institutions, the student must request that his/her previous work be evaluated and show intent that he/she does plan to receive a degree from Motlow.

Individual transfer credits and grades are recorded on the student's academic record. All approved transfer credits become part of the cumulative hours attempted, and grade points earned at the previous institution(s) become part of the cumulative grade points. The cumulative grade point average, including transfer credit, must be at least 2.00 for graduation.

TRANSCRIPT OF ACADEMIC RECORDS

Academic records of each student are kept on permanent file in the Office of Admissions and Records. Copies of a student's academic record will be furnished free of charge. All requests for transcripts must be submitted in writing; therefore, no requests by telephone will be honored. In response to a written request, an official transcript will be sent directly to another educational institution or business. Unofficial copies are issued to the student or that student's academic advisor. In all cases, a student's obligations to the college must be fulfilled before a transcript will be issued. Student grades will not be posted publicly by faculty at the close of any term. See page 31 concerning confidentiality of records and privacy rights of students.

CHANGE OF NAME OR ADDRESS

The Office of the Dean of Student Services and Institutional Advancement and the Office of Admissions and Records should be informed of all changes in the student's legal name because of marriage or other reasons, place of residence, mailing address, and telephone number. If the student is requesting a name change, a Change of Name form must be completed and supporting documentation turned into the Office of Admissions and Records. During registration, all changes must also be written on the Personal Data Form (PDF). The College is not responsible for a student's failure to receive official information due to failure to notify the College of any changes stated above.

IDENTIFICATION CARDS

Student Identification cards (ID card) are issued to all students. These cards are used for cashing checks and bookstore transactions, admission and identification for athletic events, social functions, library check-outs, and other college activities. Students are required to carry a current, validated ID card with them while on campus. If conditions prohibit the issuance of a picture ID card for a student, the student will receive an official library card which will serve as an identification card for the above purposes. Information about obtaining or replacing an ID card is available from the Office of Marketing.

CONCURRENT ENROLLMENT

Concurrent enrollment describes a student's attending more than one institution in the same term. Students who concurrently enroll in two or more institutions are advised to take no more than a combined total of 21 hours per term. The student must request that a transcript of hours attempted at another institution be mailed to the Office of Admissions and Records at Motlow. Additional information on concurrent enrollment is available in the Office of Admissions and Records.

ALTERNATIVE SOURCES OF CREDIT

Advanced credit may be granted to Motlow for courses in areas for which a student has demonstrated satisfactory achievement and proficiency. Sources of advanced credit include:

- Advanced Placement Examination Program
- Advanced Standing Credit in English
- Applied Technical Studies Credit
- Armed Services Credit
- Certified Professional Secretary Rating
- Challenge Examination Program
- College Level Examination Program
- Correspondence Courses
- Licensed Practical Nurse Licensure

The maximum amount of advanced credit allowed is one-fourth of the total number of credit hours required for graduation. For additional information about alternative sources of credit, contact the Office of Admissions and Records at Motlow.

ADVANCED PLACEMENT EXAMINATION PROGRAM CREDIT

Motlow College participates in the Advanced Placement Examination Program (APEP) of the College Entrance Examination Board (CEEB). A maximum of 16 semester hours of credit may be given to qualified students on the basis of performance in the Advanced Placement Examination Program in any two of the following subject areas.

<u>TEST AREAS</u>	<u>MOTLOW COURSES</u>	<u>MAXIMUM HOURS</u>
American History	HIS 211, 212	6 credit hours
Biology	BIO 141, 142	8 credit hours
Chemistry	CHE 101, 102	8 credit hours
English Composition	ENG 101, 102	6 credit hours

To be eligible for credit, a student must score at the three, four, or five level on the CEEB Advanced Placement Tests. Each applicant, under this plan, is required to take the Advanced Placement Test of the CEEB during his/her senior year in high school. The test is scored by the CEEB and results sent to Motlow on request of the student.

ADVANCED STANDING CREDIT IN ENGLISH

Students under 21 years of age with an Enhanced ACT score of 19 or greater and an English subscore of 32 or greater will be given 6 hours of advanced standing credit for ENG 101 and 102. Students with a SAT total score of 710 or greater and a score of 610 or greater on the verbal section will be given 6 hours of advanced standing credit for ENG 101 and 102.

If any student possessing the above scores elects to enroll in composition rather than receive credit, he/she must enroll sequentially in ENG 101 and 102 or ENGH 101 and 102.

APPLIED TECHNICAL STUDIES CREDIT

After successfully completing 15 semester hours of credit in the Applied Technical Studies Concentration of the General Technology Major, a student may receive 28 semester hours of credit for prior learning acquired by successfully completing an approved diploma program at an Area Vocational/Technical School (AVTS) or a comparable industry training program. The student seeking credit must demonstrate competency by scoring no lower than one standard deviation below the national mean on the Student Occupational Competency Achievement Test (SOCAT) in the occupational area for which the student is requesting credit. The SOCAT is administered by an AVTS. The credit awarded for articulated competency will be designated on the transcript but will not count in the calculation of the student's grade point average. This credit can only be applied to the Applied Technical Studies Concentration of the General Technology Major and must be approved by the Associate Dean of Career Education.

Upon receipt of the formal application and an official copy of the SOCAT results, verification will be made of the 15 hours of credit already received from Motlow State Community College. Applied Technical Studies credit will then be recorded. The formal application is available in the Office of the Division of Career Education. Additional information can be found under the Applied Technical Studies Concentration of the General Technology Major.

ARMED SERVICES CREDIT

Veteran students can receive a maximum of six (6) semester hours credit (4 hours physical education and 2 hours health) for military service time based on the minimum of one year, eleven months and twenty-nine days of net active military service in the Armed Forces of the United States. The Veteran must present a certified copy of the DD 214 Form (if not on file at Motlow) to the Office of Admissions and Records and file a petition for this credit.

In evaluating armed services credit, Motlow State Community College uses as a reference the "Guide to the Evaluation of Education Experience in the Armed Services" published by the American Council on Education. Contact the Director of Admissions and Records for additional information.

CERTIFIED PROFESSIONAL SECRETARY RATING CREDIT

After successfully completing 12 semester hours at Motlow State Community College (excluding remedial and developmental hours which earn institutional credit only and may not be used to meet any degree requirements), a Certified Professional Secretary (CPS) may receive a maximum of 18 semester hours credit from the following courses for which college credit has not already been received:

ACT 231 Principles of Accounting	3 credits
BUS 121 Introduction to Business	3 credits
BUS 261 Legal Environment of Business	3 credits
ECO 201 Principles of Economics I	3 credits
* OST 102 College Typewriting II	3 credits
* OST 112 Intermediate Shorthand	3 credits
OST 203 Office Management	3 credits
OST 213 Office Procedures	3 credits

* College credit awarded only if the CPS exam was passed prior to the May, 1984 examination.

Upon receipt of formal application, verification will be made of the 12 hours credit already received from Motlow and the CPS rating. Credit for the requested course(s) will then be recorded. The application for credit is available in the Office of the Division of Career Education.

This acceptance of the CPS rating for credits is subject to change whenever (1) the content of the CPS exam is revised so that it does not correspond with the content of the courses designated for credit or (2) the courses at Motlow are revised substantially.

CHALLENGE EXAMINATION PROGRAM CREDIT

Students who have achieved competence equivalent to that offered in a course through on-the-job training, previous instruction, or other methods may receive credit for selected courses as designated by the associate deans by challenge examination. The challenge exam process is not applicable to courses which are part of the remedial/developmental program or to remove a high school unit deficiency as defined on pages 16-18. To receive credit by challenging a course the student must:

1. Enroll in the course for credit.
2. Apply for credit by examination by completing the upper portion of the Challenge Examination Application. This form and further instructions may be secured in either division office. With this form, the student must submit evidence that he/she is qualified to challenge the course.
3. Take an examination during the first two weeks of classes prior to the last day to drop a class and be deleted from the roll for that term.
If the student intends to add a class upon receiving the results of the challenge exam, then the exam should be completed before the last day to add a class as specified in the class schedule. The examination will cover major aspects of the course as determined by the faculty member.
4. Attend class regularly until the proficiency examination is given. Failure to attend class regularly may disqualify a student from taking the examination.

A letter will be sent by the Associate Dean of the appropriate division to the student to notify him/her of the test results. If the examination is successfully completed, the student will not be required to attend the class for the remainder of the term. The student will receive the credit hours with a grade of "CR", which will not be used in computing grade point average. If the examination is not successfully completed, the student should either withdraw from the class or continue in attendance for the remainder of the course. A student may challenge a specific course only once, and this challenge program may not be used to remove an "I" or an "F" grade or to improve a grade already earned.

Contact the appropriate associate dean for additional information concerning challenge of specific courses. Procedure for challenge of selected nursing courses is given on page 94.

COLLEGE LEVEL EXAMINATION PROGRAM CREDIT

Students may earn a maximum of 17 semester hours of college credit by examination for an acceptable score of at least 50 on the College Level Examination Program (CLEP). Motlow has been approved as a limited CLEP Testing Center. An application and a fee must be submitted through the Office of the Coordinator of Guidance and Testing at least four weeks prior to the test date. This office should be contacted for any additional information. CLEP results may not be used to remove an "I" or "F" or to improve a grade already earned.

The following is a list of the CLEP subject examinations administered at Motlow State Community College and for which credit is granted by the College. Opposite the examinations are the Motlow State Community College course equivalents.

<u>CLEP Subject Area</u>	<u>Credit Hours</u>	<u>Motlow Courses</u>
Introductory Accounting	6	
Biology	8	ACT 231, 232
Introductory Business Law	3	BIO 141, 142
Introduction to Business Management	3	BUS 261
Chemistry	8	BUS 271
Micro/Macro Economics	6	CHE 101, 102
Human Growth & Development	3	ECO 201, 202
French	6	EDU 211
Western Civilization	6	FRE 111, 112
American History	6	HIS 111, 112
College Algebra	3	HIS 211, 212
Trigonometry	3	MAT 151
Calculus	5	MAT 152
Introductory Marketing	3	MAT 251
American Government	3	MKT 281
General Psychology	3	POL 111
Introductory Sociology	3	PSY 131
Spanish	6	SOC 211
		SPA 101, 102

CORRESPONDENCE COURSE CREDIT

Credits earned by correspondence and extension may be accepted toward graduation subject to the following:

1. The credits earned must be from a college which is a member of the National University Extension Association or the Teachers College Association for Extension and Field Services.
2. Students in residence enrolled in eighteen or more hours at Motlow may not earn credit in correspondence courses at the same time.

PRIVACY RIGHTS OF STUDENTS

The education records of current and former students at Motlow State Community College are maintained as confidential records pursuant to State and Federal Laws. (T.C.A.--15-305 and 20 U.S.C.--1232g). Students have the right of access to their own education records as hereinafter set forth, and personally identifiable education records of students are not released to persons, agencies, or organizations without the consent of the student unless release is authorized by law and by this institution.

Directory information concerning students is treated as public information and is released to the public unless otherwise requested by the student. "Directory information" includes the following: the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, the most recent previous educational agency or institution attended by the student, and degrees and awards received by a student. At the time a student registers for courses, the student may request in writing that any or all directory information concerning the student not be released as public information, which request shall be effective for the remainder of that academic year unless revoked by the student.

A student's right of access to his/her education records includes the right to inspect and review the content of such records and obtain copies thereof at a reasonable cost. A list of the types of education records which are directly related to students and maintained by the institution is available for inspection in the Office of the Dean of Student Services and Institutional Advancement. A request by a student for access to the education records of the student should be directed to the Dean of Student Services and Institutional Advancement and will be granted within a reasonable period of time not to exceed forty-five days after the request has been made. The right of access of a student does not include access to:

1. Financial records of the parents of the student or any information contained therein;
2. Confidential letters and statements of recommendation concerning admission, employment, or the receipt of an honor, which were placed in the records prior to January 1, 1975 or concerning which the student has signed a waiver of access;
3. Records of instructional, supervisory, and administrative personnel, and educational personnel ancillary thereto, which are in the sole possession of the maker thereof and which are not accessible to any other person except a substitute;
4. Records of law enforcement personnel not available to persons other than law enforcement officials;
5. Records relating exclusively to a person's employment at the institution when the person is not in attendance as a student of the institution;
6. Records maintained by professional or paraprofessional health-related personnel which are made in connection with the provision of treatment of a student and not available to persons other than health-related personnel; and
7. Records of Federal and state officials responsible for auditing and evaluating programs supported in whole or in part by federal funds.

A record of access shall be maintained by the institution reflecting all of the above individual agencies or organizations which have requested or obtained access to a student's education records, which shall specify the legitimate interest of the party if obtaining the information, and which shall be available to the student. Personally identifiable information may also be released to appropriate persons if the knowledge of such information is necessary to protect the health and safety of the student or of other persons.

Copies of federal and state laws and regulations concerning student records are available for review in the Office of the Dean of Student Services and Institutional Advancement and shall be controlling as the rights of students described herein.

Any student who believes that information contained in the education records is inaccurate or misleading or violates the privacy or other rights of the student may request that the records be amended. After a reasonable period of time, if the institution decides to refuse to amend the education records, the

student shall be informed in writing, and shall be advised of his or her right to a hearing and the procedures for the hearing. Following a hearing, if the institution decides that the records should not be amended, the student shall have the right to place a written statement in the records concerning the contested information, which statement shall be maintained by the institution as long as the contested information is maintained and which shall be disclosed to any party to whom the contested information is disclosed. Information concerning education records which is personally identifiable with a particular student, other than directory information, shall not be released to persons, agencies, or organizations other than those hereinafter described unless:

1. There is written consent from the student specifying the records to be released, the reason for the release, and to whom the information is to be released, with a copy to the student if requested; or
2. Such information is furnished in compliance with a judicial order or a subpoena, provided that advance notice of the receipt of the order or subpoena shall be provided to the student prior to compliance if possible. Personally identifiable education records may be released to other school officials of the institution, including members of the faculty, who have legitimate educational interest.

In addition, such information may be released to the following described persons, agencies and organizations:

1. Officials of other schools in which the student seeks or intends to enroll;
2. Representatives of the Comptroller General of the United States, the Secretary of the Department of Health, Education, and Welfare, educational agencies, and state educational authorities;
3. Those involved in connection with a student's application for a receipt of financial aid;
4. State and local officials to whom information was required to be reported prior to November 19, 1974;
5. Organizations conducting studies for or on behalf of educational agencies concerning tests, student aid programs, or the improvement of instruction;
6. Accrediting organizations in order to carry out their accrediting functions.

STUDENT SERVICES

COUNSELING

Guidance and counseling services are available for enrolled and prospective students through the Office of Guidance and Testing and the Office of Career Counseling and Placement. The staff is committed to serving all Motlow students as an integral part of the college program, and the ultimate aim is to provide necessary academic and career counseling, and personal guidance to help each student make a successful adjustment. Peer counselors are selected and trained to help fellow students with their academic or college-related social problems. They work very closely with the freshmen students during orientation and continue to work with them during the fall semester. Services offered in support of the college program include orientation of new students, administering various tests and interest inventories, visiting area high schools, and promoting student activities.

FRESHMEN ORIENTATION

A comprehensive Freshmen Orientation program is scheduled for all new students each semester before registration. The program is designed to introduce new students to college life and explain the general operation procedures of the college which affect each student and to administer the placement assessment program. Some of the topic areas included in the orientation program are: 1) testing, 2) introduction of faculty and staff, 3) academic advisement, and 4) student services. The Freshmen Orientation program is coordinated by the Dean of Student Services and Institutional Advancement.

TUTORIAL PROGRAM

Academic assistance is provided by the College for students in the areas of writing and mathematics in the Writing Center and the Mathematics Lab. These study centers are staffed by professionals in the discipline areas and are equipped with media materials selected to complement the academic program at Motlow. Students are encouraged to seek assistance, through individualized instruction, in developing skills necessary for success in those courses requiring writing and mathematics skills. All students at Motlow are eligible for the tutoring assistance if there is need.

Qualified students are recommended by faculty members to assist other students that need help in areas that professional tutoring is not available. Students desiring to tutor or to be tutored should contact Guidance Personnel in the Counseling Office. Applications for tutoring can be obtained in the Counseling Office.

TESTING

The Guidance and Testing Office participates on a regular basis in the testing programs described below. Test results are kept confidential.

AMERICAN COLLEGE TESTING PROGRAM (ACT)

Motlow State Community College serves as a residual test center of the American College Testing Program (ACT). Tests are given twice per semester prior to registration and monthly during summer. Applications and a listing of scheduled testing dates are available from the Office of Guidance and Testing. There is a test fee. A non-credit course entitled "ACT Preparation" is scheduled each semester. Information concerning this course may be obtained from the Office of Extended Services.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

The College Level Examination Program (CLEP) gives students the opportunity to obtain college credit by examination. Students may apply a maximum of 17 hours of credit toward meeting degree requirements at Motlow by completing the CLEP examination in selected areas with an acceptable score of at least 50. Motlow has been approved as a limited CLEP testing center. There is a fee for each subject test. Students planning to take a CLEP test must submit a completed registration form with the fee to the Office of Guidance and Testing at least four weeks prior to the test date. The testing dates for the CLEP examination are arranged between the Coordinator of Guidance and Testing and the individual students. Further information concerning CLEP is available from the Office of Guidance and Testing. A listing of CLEP subject areas which may be tested at Motlow appears on page 31.

GENERAL EDUCATION DEVELOPMENT TEST (GED)

Adults who have not received a high school diploma and wish to apply for a certificate of equivalency may take the General Education Development test. Motlow has been established as an official GED testing center. The GED test is administered every month at Motlow. Applications and a listing of scheduled testing dates are available from the Office of Guidance and Testing. There is a nonfundable test fee.

Persons who feel inadequately prepared to take the GED test can obtain assistance by taking a non-credit course entitled "GED Preparation for High School Equivalency Diploma" at Motlow. Information concerning this course may be obtained from the Office of Guidance and Testing or the Office of Extended Services.

PRE-PROFESSIONAL SKILLS TEST (PPST)

Education majors are encouraged to take the PPST during their sophomore year. Registration forms are provided by the Counseling Office and coordinated with the Office of Professional Laboratory Experiences at Middle Tennessee State University for testing on announced dates. PPST study guides are available for purchase in the Tipps Bookstore. Contact the Counseling Office for details.

GENERAL INTEREST TESTS

Various interest tests are given to students upon request. Some of the frequently used tests are the Strong-Campbell and the Kuder Form DD designed to show potential interests to aid in a selection of a program of study and a career. The ACT Career Planning Program is designed to show interest as well as to show career aptitudes.

CAREER PLANNING AND JOB PLACEMENT

Motlow offers career development and job placement services to all students and alumni. The Coordinator of Career Planning and Placement assists the student in career planning, including job-hunt strategies, employment interviewing, and resume preparation. The primary objective is to assist the student in effective planning for employment which will develop into a satisfying career. Graduates of career education programs should register with the placement office prior to graduation for employment assistance. Students who are interested in part-time and seasonal employment should complete a job request application available in the Placement Office.

COOPERATIVE EDUCATION

Motlow College provides a cooperative education program as an integral part of its efforts to link education-related jobs to the student's educational program. Students who successfully complete the cooperative education work assignments will be awarded two semester hours of credit each term. Although the Office of Cooperative Education provides assistance in obtaining education-related employment, students may be able to earn credit from employment gained through their own initiative. Work assignments must be approved by the Cooperative Education Coordinator and earned credit is graded on a pass-fail basis. For more information on course requirements, see the course descriptions section of this catalog. Additional information is available from the Coordinator of Career Planning, Placement and Cooperative Education.

DISCOVER

The Office of Career Planning maintains a unique computer-assisted guidance program called DISCOVER. This program allows individuals to match their interests and aptitudes to specific careers. DISCOVER is updated annually and contains the most recent information on occupations and educational institutions. The program has a specialized component geared to adults who are considering a career change. DISCOVER is available to students on a walk-in basis and to other individuals by appointment. For further information contact the Coordinator of Career Planning and Placement.

DISABLED SERVICES

Motlow College provides counseling and academic support services to insure that disabled students have access to educational opportunities provided by the College. Any student having a disability which restricts his/her participation in academic life is eligible for services which will be provided to meet the individual student's needs. Motlow College serves in a liaison capacity with the Tennessee Division of Vocational Rehabilitation. Registration and other forms of administrative assistance and academic support are provided through Student Services, specifically Health Services.

Participation in the services is on a voluntary basis; confidentiality is maintained. The following special services may be provided:

1. A needs assessment will be made by the Student Services staff, including the health nurse, counseling personnel, and the Dean's staff when requested by the student and/or the student's instructor.

The assessing group will review medical and psychological data, classroom work, and other pertinent information presented by the student. The student will assume responsibility for acquiring medical records for review.

2. Special modifications will be made if it is determined that the mode of materials discriminates against the student. Modifications may include, but not limited to, extension of time allowed for tests or completion of coursework, adjustment of physical facilities, notetakers, etc. Modification will not alter academic requirements, and the student will be expected to show competency in the course material.

Students who have a disability requiring special services should contact the Coordinator of Health Services. This contact may be accomplished through the completion of the Health Form that is mailed to each student at the beginning of each term.

HEALTH SERVICES

Health information, first aid, and health counseling are available to students, faculty, and staff at no charge in the Student Health Center located in Morris Simon Hall next to the counseling office. A registered nurse is available for assistance during posted office hours.

40 STUDENT AFFAIRS

Anyone with special health problems, disabilities, or major medical conditions should personally contact the college nurse at the beginning of each semester to discuss special needs and for screening for the adaptive physical education program. Additional information is available from the college nurse.

HOUSING ASSISTANCE

Motlow does not own or operate any housing facilities for students. The college does, however, compile a list each semester of housing accommodations available in close proximity to the college. Any student interested in obtaining housing may obtain a listing of accommodations and assistance from the Dean of Student Services and Institutional Advancement.

EMERGENCY MESSAGE SERVICES

On occasion when an emergency message needs to be delivered to a student who is at the college, that message should be directed to the Counseling Office. An effort will be made to deliver the message.

LOST AND FOUND

Information concerning lost articles should be directed to the Information Office in the Administration Building. Any article found should be turned in to that office.

STUDENT CENTER FACILITIES

Forrester Student Center houses the Student Services offices, the Student Government office, the Monitor office, the Tipps bookstore, and the cafeteria. Commercial television viewing is available in the cafeteria. Arrangements for the use of any of the facilities after regular hours of operations should be made through the Office of the Director of Marketing.

A cafeteria, located in Forrester Student Center, is operated by a private vendor. Complete breakfasts and lunches, as well as short order snacks, are served. Drink and vending machines are located in this building and elsewhere on the campus.

MINORS ON CAMPUS

As an institution of higher education, Motlow State Community College must preserve conditions which will permit a proper learning and work environment at all times. Students, faculty, and staff are not approved to leave minors unsupervised on campus. It is not the intent of this policy to prevent children in the accompaniment of an adult from visiting the campus. However, consideration for the learning environment of the students, the work routine of staff employees, and the safety of the children requires that if children on campus with their parents become disruptive, their parents will be asked to remove them. Children will not be allowed to accompany parents to class without the prior approval of the instructor.

In certain circumstances, children may be on campus for classes held for their benefit (programs for the academically talented, field trips, etc.). At such times, it is expected that the instructor or responsible adult will supervise the activities of the children and that before and after the class an area will be designated for the children to await their parents' arrival. It is the responsibility of the supervisor/instructor of these activities to explain these restrictions to the children and to monitor the enforcement where feasible.

In all circumstances related to children on campus, it is the expectation of the institution that good judgment be exercised in preventing disruption of the office routine or learning environment while at the same time exhibiting concern over the safety of children who are visitors to the campus. Where conditions exist which do not appear to be covered by this policy, inquiry should be made on the main campus to the Student Services office during the day classes and the Office of Extended Services during evening classes and the site director at off-campus locations.

STUDENT ACTIVITIES

ATHLETICS

The college sponsors a three-phase athletic program--intramural, extramural, and intercollegiate--under the supervision of the faculty in health, physical education, and recreation.

The intramural program operates throughout the year and provides men and women students with opportunities to compete in seasonal sports either as individuals or as members of teams from the various student organizations. All students are encouraged to participate in the intramural program.

The intercollegiate program sponsors teams in men's basketball and baseball, women's basketball, and co-educational golf. These teams compete in a regular schedule with teams from other recognized institutions of the same scholastic levels as Motlow State Community College. To participate in intercollegiate athletics, students must meet the eligibility requirements of the National Junior College Athletic Association and the Tennessee Junior and Community College Athletic Association.

SOCIAL EVENTS AND ACTIVITIES

A variety of social events is an important part of the total student life experience at Motlow. Almost all events are planned by students for their enjoyment. Many cultural and intellectually stimulating events are open to interested area citizens. Any student interested in planning or promoting social events should contact the Dean of Student Services and Institutional Advancement.

A social event is defined as any dance, party, activity, or entertainment sponsored by the college-approved student group. A social event must be scheduled with the Dean of Student Services and Institutional Advancement. A request for approval of any proposed event shall be submitted on forms which are available in the Office of the Dean of Student Services and Institutional Advancement. The event shall not be publicized until final approval has been granted.

All social events must have approved chaperons for each activity or event. These chaperons must be present throughout the entire event.

STUDENT GOVERNMENT

Motlow State Community College is committed to the concept of student government because of its democratic ideals and creative implications. The cooperation of the administration and the students in personal and general activities is significant in challenging students in their preparation for the future. Every student becomes a member of the student government when he/she enrolls. Student-faculty committees provide close liaison between the student government and the college administration.

The student government at Motlow is divided into an executive and legislative branch. The executive branch is composed of the President, Vice-President, appointed cabinet officials, and special committees. Elections for the executive branch are held each spring. The legislative branch is called the Student Senate. The Senate is composed of freshman and sophomore officials. Sophomore members are elected in the spring, and freshman members are elected in the fall.

The McMinnville and Fayetteville campuses maintain a separate administrative structure for the Student Government Association. Each addresses issues unique to that campus including student activities, student concerns, and community projects. Officers are elected from the freshman and sophomore classes. More information is available from the SGA advisors on those respective campuses.

Information regarding specific election dates and a copy of the Constitution of the Student Government Association of Motlow State Community College may be obtained from the Office of the Dean of Student Services and Institutional Advancement. The constitution outlines the duties of each student government official, gives procedures and regulations for elections, and includes by-laws which govern the day-to-day activities of the SGA. Those wishing to become involved in SGA activities should contact the SGA president or staff advisor.

STUDENT ORGANIZATIONS

A well-rounded, integrated program of student activities is provided through student organizations. Students may choose from a variety of organizations depending upon individual interests. These organizations include scholastic honoraries, discipline groups, service organizations, and special interest groups. Registration with the Dean of Student Services and Institutional Advancement is required for all student organizations on the campus. Registration forms may be secured from the Dean of Student Services and Institutional Advancement.

The following information must be provided for official registration of student organizations.

1. Name of organization
2. Name of faculty sponsor(s)
3. List of current officers
4. Statement of purpose
5. Copy of constitution, charter, or by-laws, as applicable
6. Letter verifying receipt of registration materials by the Dean of Student Services and Institutional Advancement.

The college shall require an annual written report of each officially registered student organization evaluating its activities. Continued recognition of the organization will depend on the receipt and approval of such an annual report in addition to compliance with college rules and regulations affecting student organizations.

Many clubs and other organizations sponsor a variety of worthwhile cultural and intellectual assemblies. Students, staff, and interested area citizens are encouraged to attend on such occasions. The following organizations are active on the Motlow campus:

African America Student Association
Art Club
Baptist Student Union
Collegiate Secretaries International
Fellowship for Christian Athletes
French Club
Gamma Beta Phi Society
Law and Government Club
Literary Club
National Society of Professional Engineers
Outing Club
Phi Rho Pi - Communication Club
Phi Theta Kappa Honor Society
Photography Club
Psychology Club
Student Government Association
(Fayetteville Campus, McMinnville Campus, Moore County Campus)
Student Tennessee Education Association
Tennessee Association of Student Nurses

A special event, Club Day is set aside at the beginning of the fall semester for new students to learn more about campus organizations. In addition, organizations and meetings are advertised on campus bulletin boards. For more information about specific organizations, contact the Dean of Student Services and Institutional Advancement.

STUDENT NEWSPAPER

The role of the Motlow Monitor is to provide students the opportunity to enhance further their journalism skills by writing, editing, and producing the student newspaper. The control of the student newspapers is through the paper staff to the advisor and then to the Dean of Student Services and Institutional Advancement as this procedure has been approved by the Publication Committee.

GENERAL REGULATIONS ON STUDENT CONDUCT **AND DISCIPLINARY SANCTIONS**

College students are citizens of the national, state, and local governments, and of the academic community and are, therefore, expected to conduct themselves as law-abiding members of each community at all times. Admission to an institution of higher education carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by non-students. In recognition of the special relationship that exists between the institution and the academic community which it seeks to serve, the Tennessee Board of Regents has authorized the Presidents of the institutions under its jurisdiction to take such action as may be necessary to maintain campus conditions and preserve the integrity of the institution and its educational environment.

Pursuant to this authorization and in fulfillment of its duty to provide a secure and stimulating atmosphere in which individual and academic pursuits may flourish, the Tennessee Board of Regents has developed the following Regulations which are intended to govern student conduct on the several campuses under its jurisdiction, and which regulations may be expanded or supplemented by each institution subject to Board approval. In addition, students are subject to all national, state, and local laws and ordinances. If a student's violation of such laws or ordinances also adversely affects the institution's pursuit of its educational objectives, the institutions may enforce their own regulations regardless of any proceedings instituted by other authorities. Conversely, violation of any section of these Regulations may subject a student to disciplinary measures by the institution whether or not such conduct is simultaneously violative of national, state, or local laws.

DISCIPLINARY OFFENSES

1. **CONDUCT DANGEROUS TO OTHERS.** Any conduct which constitutes serious danger to any person's health, safety, or personal well-being, including any physical abuse or immediate threat of abuse;
2. **HAZING.** Any act of hazing of any variety by an individual or group;
3. **DISORDERLY CONDUCT.** Any individual or group behavior which is abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, or which unreasonably disturbs other groups or individuals;

4. **OBSTRUCTION OF OR INTERFERENCE WITH INSTITUTIONAL ACTIVITIES OR FACILITIES.** Any intentional interference with or obstruction of any institutional activity, program, event, or facilities, including the following:
 - a. Any unauthorized occupancy of institution or institutional controlled facilities or blockage of access to or from such facilities.
 - b. Interference with the right of any institution member or other authorized person to gain access to any institution or institutional controlled activity, program, event, or facilities.
 - c. Any obstruction or delay of a campus security officer, fireman, or any institution official in the performance of his or her duty.
5. **MISUSE OF OR DAMAGE TO PROPERTY.** Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring or unauthorized use of property belonging to the institution including but not limited to, fire alarms, fire equipment, elevators, telephones, institution keys, library materials, and/or safety devices; and any such act against a member of the institution community or a guest of the institution;
6. **THEFT, MISAPPROPRIATION, OR UNAUTHORIZED SALE.** Any act of theft, misappropriation, or unauthorized possession or sale of institution property or any such act against a member of the institution community or a guest of the institution;
7. **MISUSE OF DOCUMENTS OR IDENTIFICATION CARDS.** Any forgery, alteration of or unauthorized use of institution documents, forms, records or identification cards, including the giving of any false information, or withholding of necessary information, in connection with a student's admission, enrollment, or status in the institution;
8. **FIREARMS AND OTHER DANGEROUS WEAPONS.** Any unauthorized or illegal possession of or use of firearms or dangerous weapons of any kind;
9. **EXPLOSIVES, FIREWORKS, AND FLAMMABLE MATERIALS.** The unauthorized possession, ignition, or detonation of any object or article which could cause damage by fire or other means to persons or property or possession of any substances which could be considered to be and used as fireworks;
10. **ALCOHOLIC BEVERAGES.** The consumption or possession of alcoholic beverages;
11. **DRUGS.** The unlawful possession or use of any drug or controlled substance (including any stimulant, depressant, narcotic, or hallucinogenic drug or substance, or marijuana), or the sale or distribution of any such drug or controlled substance;
12. **GAMBLING.** Gambling in any form;
13. **FINANCIAL IRRESPONSIBILITY.** Failure to meet financial responsibilities to the institution promptly including, but not limited to, knowingly passing a worthless check or money order in payment to the institution or to a member of the institution community acting in an official capacity;
14. **UNACCEPTABLE CONDUCT IN HEARINGS.** Any conduct at an institutional hearing involving contemptuous, disrespectful, or disorderly behavior, or the giving of false testimony or other evidence at any hearing;
15. **FAILURE TO COOPERATE WITH INSTITUTIONAL OFFICIALS.** Failure to comply with directions of institutional officials acting in the performance of their duties;
16. **VIOLATION OF GENERAL RULES AND REGULATIONS.** Any violation of the general rules and regulations of the institution as published in an official institutional publication, including the intentional failure to perform any required action or the intentional performance of any prohibited action;
17. **ATTEMPTS AND AIDING AND ABETTING THE COMMISSION OF OFFENSES.** Any attempt to commit any of the foregoing offenses, or the aiding and abetting of the commission of any of the foregoing offenses (an "attempt" to commit an offense is defined as the intention to commit the offense coupled with the taking of some action toward its commission);
18. **VIOLATIONS OF STATE OR FEDERAL LAWS.** Any violation of state or federal laws or regulations prescribing conduct or establishing offenses, which laws and regulations are incorporated herein by reference;

Disciplinary action may be taken against a student for violations of the foregoing Regulations which occur on institutionally owned, leased, or otherwise controlled property, or which occur off-campus when the conduct impairs, interferes with, or obstructs any institutional activity or the missions, processes, and functions of the institution. In addition, disciplinary action may be taken on the basis of any conduct, on or off-campus which poses a substantial threat to persons or property within the institutional community.

For the purposes of these Regulations, a "student" shall mean any person who is registered for study in any institution in the State University and Community College System of Tennessee for any academic period. A person shall be considered a student during any period which follows the end of an academic period which the student has completed until the last day for registration for the next succeeding regular academic period, and during any period while the student is under suspension from the institution.

ACADEMIC AND CLASSROOM MISCONDUCT

The instructor has the primary responsibility for control over classroom behavior and maintenance of academic integrity and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct violative of the general rules and regulations of the institution. Extended or permanent exclusion from the classroom or further disciplinary action can be effected only through appropriate procedures of the institution.

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed through the regular institutional procedures as a result of academic misconduct, the instructor has the authority to assign an "F" or a zero for the exercise or examination or to assign an "F" in the course.

If the student believes that he/she has been erroneously accused of academic misconduct; and if his/her final grade has been lowered as a result, the student may initiate an appeal through the Office of the Dean of Student Services and Institutional Advancement who will fully explain all appeal options and assure due process.

DISCIPLINARY SANCTIONS

1. **RESTITUTION.** A student who has committed an offense against property may be required to reimburse the institution or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to actual cost of repair or replacement.
2. **WARNING.** The appropriate institutional official may notify the student that continuation or repetition of specified conduct may be cause for other disciplinary action.
3. **REPRIMAND.** A written reprimand, or censure, may be given any student or organization whose conduct violates any part of these Regulations. Such a reprimand does not restrict the student in any way but does have important consequences. It signifies to the student that he/she is in effect being given another chance to conduct himself/herself as a proper member of the institution community, but that any further violation may result in more serious penalties.
4. **RESTRICTION.** A restriction upon a student's or organization's privileges for a period of time may be imposed. This restriction may include, for example, denial of the right to represent the institution in any way, denial of use of facilities, parking privileges, participation in extracurricular activities, or restriction of organizational privileges.
5. **PROBATION.** Continued enrollment of a student on probation may be continued upon adherence to these regulations. Any student placed on probation will be notified of such in writing and will also be notified of the terms and length of the probation. Probation may include restrictions upon the extracurricular activities of a student. Any conduct in violation of these regulations while in probationary status may result in the imposition of a more serious disciplinary sanction.
6. **SUSPENSION.** If a student is suspended, he/she is separated from the institution for a stated period of time with conditions of readmission stated in the notice of suspension.
7. **EXPULSION.** Expulsion entails a permanent separation from the institution. The imposition of this sanction is a permanent bar to the student's readmission to the institution.
8. **INTERIM OR SUMMARY SUSPENSION.** Though as a general rule, the status of a student accused of violations of these regulations should not be altered until a final determination has been made in regard to the charges against him/ her, summary suspension may be imposed upon a finding by the appropriate institutional official that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and well-being of the accused, or of any other member of the institution community or its guests, destruction of property, or substantial disruption of classroom or other campus activities. In any case of immediate suspension, the student shall be given an opportunity at the time of the decision or immediately thereafter to contest the suspension, and if there are disputed issues of fact or cause and effect, the student shall be provided a hearing on the suspension as soon as possible.
9. **COUNSELING/REHABILITATIVE TREATMENT.** Counseling sessions with Motlow College counseling personnel or outside sources may be recommended.

DISCIPLINARY PROCEDURES

The principle of due process in student discipline is assured at Motlow State Community College. Any student accused of a disciplinary offense or academic misconduct will be afforded an opportunity to contest the charge through procedures initiated by and coordinated with the Dean of Student Services and Institutional Advancement.

TENNESSEE UNIFORM ADMINISTRATIVE PROCEDURES ACT. All cases which may result in (i) suspension or expulsion of a student from the institution, a program, or a course for disciplinary reasons, (ii) assignment of a grade which results in the grade of "F" in a course for academic misconduct, or (iii) revocation of registration of a student organization during the term of the registration are subject to the contested case provisions of the Tennessee Uniform Administrative Procedures Act and shall be processed in

accordance with the uniform contested case procedures adopted by the Board of Regents unless the student waives those procedures in writing and elects to have his/her case disposed of in accordance with College procedures established by these rules.

COLLEGE PROCEDURES

The student can elect to choose disposition by the Dean of Student Services and Institutional Advancement or to be heard before the Student Affairs Committee.

- (a) Disposition by the Dean of Student Services and Institutional Advancement. A student may request that the Dean of Student Services and Institutional Advancement adjudicate the case. If such a decision is made, the following procedures shall apply:
 1. The Dean of Student Services and Institutional Advancement shall advise the student of the alleged charges against him/her and proceed to gather information concerning the case.
 2. The investigation of the case shall include interviews with all relevant parties (accused, accuser, and possible witnesses, etc.).
 3. The Dean of Student Services and Institutional Advancement shall review the evidence, make a determination of innocence or guilt, and decide upon a proper disciplinary sanction.
 4. The accused student and the Dean of Student Services and Institutional Advancement shall meet and discuss the Dean's findings and recommended disciplinary sanction. The findings shall cite specific disciplinary offenses and specific sanctions as described in these.
 5. The student may accept the Dean's findings or he/she may request a hearing before the Student Affairs Committee.
- (b) Hearing before the Student Affairs Committee. A student accused of violating an offense may choose to have the case heard by the Student Affairs Committee. If such a hearing is initiated, the following procedures shall apply:
 1. The Dean of Student Services and Institutional Advancement shall advise the student in writing of the alleged charges against him/her and initiate an investigation.
 2. At the conclusion of the investigation, the accused student shall be informed in writing of the date, time and place of the hearing and shall be advised of the following rights:
 - a. the right to present his/her case;
 - b. the right to be accompanied by an advisor;
 - c. the right to call witnesses in his/her behalf;
 - d. the right to confront witnesses against him/her.
 3. The Chairperson of the Student Affairs Committee shall preside at the hearing.
 4. The Dean of Student Services and Institutional Advancement shall present the result of the investigation and when appropriate make a recommendation to the Committee. Witnesses and/or statements from witnesses may be entered as evidence.
 5. The accused shall have an opportunity to present his/her case in exercising any of the rights cited above.
 6. Members of the Committee shall have an opportunity to ask questions.
 7. After all presentations and examinations of witnesses, the Committee shall retire to discuss the case and render a decision.
 8. The decision shall be announced by the presiding officer of the hearing.
 9. The student shall be advised of his/her right to appeal the decision of the Student Affairs Committee to the President of the College.

CASES OF ALLEGED SEXUAL ASSAULT. In cases involving alleged sexual assault, both the accuser and the accused shall be informed of the following:

- (a) Both the accuser and the accused are entitled to the same opportunity to have others present during a disciplinary proceeding; and,
- (b) Both the accuser and the accused shall be informed of the outcome of any disciplinary proceeding involving allegations of sexual assault.

SEXUAL, RACIAL, OR OTHER HARASSMENT. Sexual harassment and racial harassment have been held to constitute a form of discrimination prohibited by Title VII of the Civil Rights Act of 1964. Any student, applicant for employment, or employee who believes he or she has been subjected to harassment at Motlow College should present the charge to the Affirmative Action Officer in the Human Resources Office.

USE OF COMPUTER FACILITIES

Motlow's computer facilities exist to provide state-of-the-art computing services to the academic community in support of instructional activities and administrative functions of the institution in an efficient, cost-effective manner.

The facilities serve a large number and variety of users including students, faculty, staff members, and in some cases appropriately authorized outside clients. However, the institution has the right to limit the privileges of users to those needed to perform their task and to establish priorities of use. In addition, all users have the responsibility to use the computer facilities in an effective, efficient, ethical, and legal manner. Ethical and legal standards that apply to the use of computing facilities are not unique to the computing field; rather they derive directly from standards of common sense and common decency that apply to the use of any public resource.

Access to computing resources available through the main campus computing network is obtained from the Director of Computer Services. Microcomputer and engineering workstation resources are available in classroom labs and designated work areas. All computer resource usage is based on the premise that the right of access ceases when it invades the right of personal and/or institutional property, demonstrates a potential for loss, embarrassment, or litigation to the individual and/or institution, or becomes an irresponsible use of resources.

Specific rules and regulations pertaining to computer usage will be available to each student who is authorized access. Any violations shall be termed "computer misuse," and the offender shall be subject to disciplinary action by the College. Unauthorized use of computer facilities and resources may be adjudged a felony and the individual(s) involved may be subject to legal prosecution.





ACADEMIC AFFAIRS

ACADEMIC AFFAIRS

Motlow State Community College accepts each student as an individual with unique abilities and capacities and endeavors to provide educational experiences which will foster the maximum development of each potential.

ACADEMIC ORGANIZATION

The organization within which the education programs at Motlow are planned and implemented is designed with four divisions. They are the divisions of Career Education, Extended Services, the Learning Center, and Liberal Arts.

THE DIVISION OF CAREER EDUCATION

Motlow State Community College recognizes the need for individuals who are educated in the broad area of the technologies. It also realizes that persons must continue to acquire new competencies as the nation becomes more industrialized and new job classifications emerge requiring education at the college level.

To meet this need, the Division of Career Education offers a variety of courses and programs for the student who desires to seek employment at the end of one or two years as well as for the student who plans to transfer to a four-year institution.

There are two-year majors in business technology, general technology, nursing, and office systems technology for the person who does not plan to obtain a degree from a four-year institution. Specific concentrations within some of these degree programs provide additional direction toward career goals. The division also offers many courses for the student who plans to follow the university parallel major and continue his/her training at a four-year university. Under this latter major, concentrations can provide for a smoother transition to most higher level institutions. Certificates of Credit may be completed in the areas of electronics and microcomputer software applications.

The instructional discipline areas included in the Division of Career Education are listed below.

accounting	industrial technology
banking	industrial management
business	marketing
computer science	nursing
cooperative education	office systems technology
economics	pre-engineering
emergency medical technology	real estate
engineering technology	

Information about courses in the above listed discipline areas is available in the Office of the Associate Dean of Career Education.

THE DIVISION OF EXTENDED SERVICES

The Division of Extended Services operates a full selection of courses, both day and evening, enabling the working student to schedule classes of his/her choice at a time most convenient. The association of all students with different backgrounds, work experiences, and varying ages is mutually beneficial to all.

CREDIT PROGRAMS

Each semester numerous credit courses are offered at night in cooperation with the Divisions of Career Education and Liberal Arts. These courses, which are described in other sections of this catalog, are available to full-time and part-time students both on campus and at several off-campus locations for the convenience of the student. Individuals interested in pursuing a college degree can earn a degree by attending classes in the evening.

OFF-CAMPUS LOCATIONS

MCMINNVILLE CENTER - Cadillac Lane, McMinnville

Construction of a 14,000 square foot instructional facility in McMinnville was completed for opening in the fall of 1988, and an expanded day and evening program was delivered at the facility in 1988-89. The Tennessee Higher Education Commission approved Center Status for the McMinnville Site in January, 1990 where students can complete an Associate of Arts or Associate of Science degree in General Studies or an Associate of Applied Science degree in Business Technology.

FAYETTEVILLE SITE - Highway 64E, Fayetteville

Located on a beautiful 20-acre site 2.5 miles east of downtown Fayetteville, the 14,000 square foot instructional facility opened for classes in the fall of 1992. Construction of this million-dollar facility capstoned an initiative undertaken by Fayetteville-Lincoln county residents beginning in 1988.

MICRO CRAFT SITE - 207 Big Springs, Tullahoma

The college has implemented and equipped a Computer Integrated Manufacturing (CIM) Center located in space made available by Micro Craft, Inc., in Tullahoma. Both day and evening classes are available in engineering and industrial technology.

Evening Classes are offered at the following locations:

Manchester Site	Coffee County Middle School
Shelbyville Site	Shelbyville Central High School
Sparta Site	White County High School
Winchester Site	Franklin County High School

NON-CREDIT PROGRAMS

The overall goals of the non-credit program at Motlow State Community College are to provide individuals with opportunity for lifelong learning through a variety of activities that will enable participants to lead a more enriched personal life and perform more effectively their civic, social, and economic responsibilities; and to provide opportunity for those considering a return to school and wanting a non-credit transitional experience.

GENERAL INTEREST COURSES

PERSONAL ENRICHMENT. Organized programs of study are offered for persons of all ages in the categories of art, business, communications, crafts, dancing, decorating, exercise, finance, food, health, hobbies, languages, photography, reading, self-improvement, and sports.

PERSONAL GROWTH AND DEVELOPMENT FOR YOUTH. A selection of general interest non-credit courses is scheduled for youth through the enrichment program, leisure courses, and recreational activities.

SENIOR CITIZENS AND DISABLED PERSONS. Persons who are residents of Tennessee and are sixty (60) years of age or older or disabled are allowed a 50% discount for non-credit general interest courses. This discount is allowed under the following conditions have been met.

1. The number of fee-paying students required by the instructor have been enrolled.
2. Space is available.
3. No regular fee-paying student will be denied access to the course due to the enrollment of persons who have not paid fees.

Please tell us if you are eligible for a discount when you register. Proof of age or disability must be provided if requested. In some instances a materials fee may be charged by the instructor. Information about classes which are scheduled and enrollment procedures is available from the Coordinator of General Interest Courses in the Division of Extended Services.

THE INDUSTRIAL AND BUSINESS INSTITUTE

The Industrial and Business Institute is actively involved in supporting the training and retraining needs of business and industry and enhancing the role of Motlow College as a partner in the economic development process within the eleven-county service area. The Institute functions as a liaison between business, industry, government, and education; and current training needs are continually being assessed through the input of advisory groups, interested industrial leaders, and program participants. Participants receive continuing education units, described below, which are nationally recognized for recording continuing education learning experiences and appropriate measures of inservice education and training. Opportunities are provided for management and professional development and for specific technological instruction.

MANAGEMENT AND PROFESSIONAL DEVELOPMENT. Short courses, seminars, and workshops are offered to strengthen connections between business and industry and education by responding to needs of business and industry in the areas of supervisory development, leadership skills, professional career enrichment, management development, communications, and consulting services.

SPECIFIC TECHNOLOGICAL COURSES AND WORKSHOPS. To better serve the business, industrial, and public sector in their efforts to improve productivity and stay on the leading edge of the rapidly changing technologies and advanced concepts, additional educational opportunities are offered that provide technical and scientific studies apart from or beyond degree sequences and to those needing to upgrade or update skills.

Human resource development is the key to success in business and industry, and the Institute strives to assist the business and industrial community in moving toward a higher degree of excellence through lifelong learning.

THE CONTINUING EDUCATION UNIT (CEU)

The Continuing Education Unit (CEU) is awarded upon successful completion of certain non-credit courses or activities. The CEU is defined as "ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction." After the successful completion of each CEU course, a certificate will be awarded to each student to show participation in a non-credit activity. This certificate is given instead of a grade report or a transcript. No transcript is officially kept on students who complete non-credit classes and no record of the number of courses taken.

THE CROUCH LEARNING CENTER

The role of the Crouch Learning Center is to meet the instructional needs of the total college population. The primary purpose of the Center is to facilitate and to improve learning by developing resources for the implementation of the college's instructional programs. As a secondary purpose, the Center seeks to provide resources and services relevant to the general informational needs of the total college and service area populations. In addition, the Center augments the intellectual and professional growth of its patrons and supplements their cultural and recreational activities.

Included in the Center are the library and educational media services. The Center extends its services to students and faculty at Motlow's off-campus locations. The staff, resources, and facilities of the Center are located on two floors on the north side of Morris Simon Hall. The heart of the Center is its staff of trained librarians, media specialists, and technical personnel, whose aim is to create an inviting and supportive environment for learning.

Community use of the Center is encouraged. There is no charge for obtaining a Library User's Card. To extend the resources available to users, Motlow participates in a number of cooperative endeavors with libraries within and outside of the service area.

LIBRARY SERVICES

Services available in the library are reference assistance including on-line database searching, bibliographic instruction, circulation, and in-house use of a collection of print and nonprint materials. The material collections include over 50,000 print volumes and 600 periodical titles with appropriate indexes and backfiles of periodicals in print and microfilm to support research by students. A browsing collection of local newspapers, current periodicals, new books, and paperbacks is provided.

MEDIA SERVICES

Educational media, equipment, and assistance in their use are provided in the Crouch Learning Center for individuals for class assignments or personal enrichment. Included in Media Services is a collection of over 3,900 nonprint titles in a variety of formats, including video cassettes, phonodiscs, and compact discs, as well as a microcomputer laboratory for computer literacy courses and computer-based laboratory assignments in several subject areas. An extensive collection of computer software is available.

HOURS

The regular hours of service during the fall and spring terms are Monday through Thursday--7:30 a.m. to 9:00 p.m.; Friday--7:30 a.m. to 4:30 p.m.; and Saturday--9:00 a.m. to 1:00 p.m. Hours for summer terms are announced and posted prior to the opening of the summer term. All students are encouraged to become familiar with the rules and regulations of the Learning Center as stated in the handouts and as posted.

THE DIVISION OF LIBERAL ARTS

The Division of Liberal Arts at Motlow State Community College includes the disciplines in the humanities, the natural and physical sciences, and the social sciences. Liberal arts courses speak to the total experience of mankind. Students are stimulated to develop communication and mathematical skills, an understanding of the scientific world, and an appreciation of the arts and music. Through emphasis on social awareness, students also have an opportunity to grow as informed, responsible, and participating citizens in a democratic society. Studies in the natural, physical, and social sciences blend with the humanities to form the foundation for wide professional pursuits. Preparation is provided for specialized majors and for meeting general education requirements for associate and bachelor degrees. In the process, liberal arts students sharpen abilities to think critically and to assume their individual roles as productive members in society.

The Division of Liberal Arts also includes remedial and developmental studies, the purpose of which is to aid students who demonstrate a need for additional academic preparation before enrolling in college level courses. Instruction is offered at both remedial and developmental levels in English, mathematics, reading, and study skills. Remedial studies is a program of instruction that leads to proficiency in the Basic Skills Competencies defined by the Tennessee State Department of Education as its "Objectives for the Tennessee Proficiency Test." Developmental Studies is a program of instruction, distinct from Remedial Studies as defined above, that leads to the level of proficiency in the "Basic Academic Competencies" defined in the Educational EQuality Project of the College Board as required for successful pursuit of college studies.

The instructional discipline areas included in the Division of Liberal Arts are listed below.

agriculture	health
anthropology	history
art	interdisciplinary studies
biology	mathematics
chemistry	music
communications	physical education and recreation
developmental studies	physics
education	political science
English	psychology
French	remedial studies
geography	sociology
geology	Spanish

Information about courses in the above listed discipline areas is available in the Office of the Associate Dean of the Division of Liberal Arts.

ACADEMIC INVENTORY

The scope of the academic program at Motlow State Community College provides the following alternatives for its students: (1) an associate degree program designed for transfer purposes, or (2) an associate degree program designed for immediate career application, or (3) a concentrated, short-term certificate program. For each program of study completed toward receiving either the Associate of Arts degree, the Associate of Science degree, or the Associate of Applied Science degree, a student will identify a major and will select, when applicable, a concentration in that major. The following chart is an inventory of programs available.

<u>Division</u>	<u>Major</u>	<u>Area of Emphasis</u>	<u>Degree</u>	
Liberal Arts	University Parallel	Accounting	Associate of Science	(A.S.)
Liberal Arts	University Parallel	Aerospace	Associate of Science	(A.S.)
Liberal Arts	University Parallel	Agriculture	Associate of Science	(A.S.)
Liberal Arts	University Parallel	Art	Associate of Arts Associate of Science	(A.A.) (A.S.)
Liberal Arts	University Parallel	Biology	Associate of Arts Associate of Science	(A.A.) (A.S.)
Liberal Arts	University Parallel	Business Administration	Associate of Science	(A.S.)
Liberal Arts	University Parallel	Business Education/ Office Management	Associate of Science	(A.S.)
Liberal Arts	University Parallel	Chemistry	Associate of Arts Associate of Science	(A.A.) (A.S.)
Liberal Arts	University Parallel	Communications	Associate of Arts Associate of Science	(A.A.) (A.S.)
Liberal Arts	University Parallel	Computer Science	Associate of Science	(A.S.)
Liberal Arts	University Parallel	Economics	Associate of Arts Associate of Science	(A.A.) (A.S.)
Liberal Arts	University Parallel	English	Associate of Arts Associate of Science	(A.A.) (A.S.)
Liberal Arts	University Parallel	General Studies	Associate of Arts Associate of Science	(A.A.) (A.S.)
Liberal Arts	University Parallel	Geography	Associate of Arts Associate of Science	(A.A.) (A.S.)
Liberal Arts	University Parallel	Health & Physical Education	Associate of Science	(A.S.)
Liberal Arts	University Parallel	History	Associate of Arts Associate of Science	(A.A.) (A.S.)
Liberal Arts	University Parallel	Industrial Management	Associate of Science	(A.S.)
Liberal Arts	University Parallel	Information Systems	Associate of Science	(A.S.)

Division	Major	Area of Emphasis	Degree	
Liberal Arts	University Parallel	Interdisciplinary Studies: Early Childhood Education	Associate of Science	(A.S.)
Liberal Arts	University Parallel	Interdisciplinary Studies: Elementary Education	Associate of Science	(A.S.)
Liberal Arts	University Parallel	Mathematics	Associate of Arts Associate of Science	(A.A.) (A.S.)
Liberal Arts	University Parallel	Physics	Associate of Arts Associate of Science	(A.A.) (A.S.)
Liberal Arts	University Parallel	Political Science	Associate of Arts Associate of Science	(A.A.) (A.S.)
Liberal Arts	University Parallel	Pre-Dental	Associate of Arts Associate of Science	(A.A.) (A.S.)
Liberal Arts	University Parallel	Pre-Law	Associate of Arts Associate of Science	(A.A.) (A.S.)
Liberal Arts	University Parallel	Pre-Engineering	Associate of Science	(A.S.)
Liberal Arts	University Parallel	Pre-Medical	Associate of Arts Associate of Science	(A.A.) (A.S.)
Liberal Arts	University Parallel	Pre-Nursing	Associate of Science	(A.S.)
Liberal Arts	University Parallel	Pre-Optometry	Associate of Science	(A.S.)
Liberal Arts	University Parallel	Pre-Pharmacy	Associate of Science	(A.S.)
Liberal Arts	University Parallel	Pre-Veterinary Medicine	Associate of Science	(A.S.)
Liberal Arts	University Parallel	Psychology	Associate of Arts Associate of Science	(A.A.) (A.S.)
Liberal Arts	University Parallel	Recreation	Associate of Science	(A.S.)
Liberal Arts	University Parallel	Social Science	Associate of Arts Associate of Science	(A.A.) (A.S.)
Liberal Arts	University Parallel	Social Work	Associate of Science	(A.S.)
Liberal Arts	University Parallel	Sociology	Associate of Arts Associate of Science	(A.A.) (A.S.)

Division	Major	Concentration	Degree
Career Education	Business Technology	Accounting	Associate of Applied Science (A.A.S.)
Career Education	Business Technology	Banking and Finance	Associate of Applied Science (A.A.S.)
Career Education	Business Technology	Business Computer Applications	Associate of Applied Science (A.A.S.)
Career Education	Business Technology	Business Management	Associate of Applied Science (A.A.S.)
Career Education	Business Technology	Real Estate	Associate of Applied Science (A.A.S.)
Career Education	General Technology	Computer Aided Design	Associate of Applied Science (A.A.S.)
Career Education	General Technology	Computer Aided Manufacturing	Associate of Applied Science (A.A.S.)
Career Education	General Technology	Electronics	Associate of Applied Science (A.A.S.)
Career Education	General Technology	Industrial Computer Applications	Associate of Applied Science (A.A.S.)
Career Education	General Technology	Applied Technical Studies	Associate of Applied Science (A.A.S.)
Career Education	Nursing	-----	Associate of Applied Science (A.A.S.)
Career Education	Office Systems Technology	-----	Associate of Applied Science

Division	Technical Certificate
Career Education	Electronics Certificate of Credit
Career Education	Microcomputer Software Applications Certificate of Credit

UNIVERSITY PARALLEL MAJOR

At Motlow State Community College a student planning to transfer to a baccalaureate program may earn an Associate of Arts Degree or an Associate of Science Degree. The university parallel major in the associate degree program is the transfer program within which a student selects an area of emphasis. The General Studies area of emphasis provides students an opportunity to complete general education requirements before moving into specialized study. The specific areas of emphasis in the university parallel major are:

accounting	mathematics
aerospace	physics
agriculture	political science
art	pre-dental
biology	pre-engineering
business administration	pre-law
business education/office management	pre-medical
chemistry	pre-nursing
communications	pre-optometry
computer science	pre-pharmacy
economics	pre-veterinary medicine
English	psychology
general studies	recreation
geography	social science
health/physical education	social work
history	sociology
industrial management	
information systems	
interdisciplinary studies (formerly early childhood and elementary education)	

BUSINESS TECHNOLOGY MAJOR

Motlow State Community College offers a business technology major with the following concentrations: accounting, banking and finance, business computer applications, business management, and real estate. These two-year programs are for the student who does not intend to transfer to a four-year institution. The Associate of Applied Science Degree is awarded.

GENERAL TECHNOLOGY MAJOR

Motlow State Community College offers the general technology major with the following concentrations: computer aided design, computer aided manufacturing, electronics, industrial computer applications, and applied technical studies. The major emphasizes the technical training necessary for employment in today's automated environment. The two-year program is designed for the student who does not intend to transfer to a four-year institution. The Associate of Applied Science Degree is awarded.

OFFICE SYSTEMS TECHNOLOGY MAJOR

Motlow State Community College offers an Office Systems Technology major to prepare students for various entry-level office positions. The major provides training which enables the graduate with further education and/or experience to advance to positions such as office manager, executive secretary, or administrative assistant. The two-year program is designed for the student who does not intend to transfer to a four-year institution. The Associate of Applied Science Degree is awarded.

NURSING MAJOR

Motlow State Community College offers a nursing major in a program leading to the Associate of Applied Science Degree. Upon completion of the program, graduates who are eligible, per criteria of the Tennessee Board of Nursing, may write the National Council Licensing Examination (NCLEX-RN) (formerly titled State Board Test Pool Examination) for licensure as a Registered Nurse. Eligibility is based upon graduation from an approved nursing school, payment of required fees, satisfactory completion of required application forms, and no evidence of reasons (for example, a criminal record) for the Board of Nursing to refuse to allow writing of the exam.

CERTIFICATE OF CREDIT PROGRAMS

A certificate of credit program enables the College to provide a short-term program in a concentrated area to develop specific career skills. A certificate of credit program is available in electronics and in microcomputer software applications. The certificate of credit program is designed for the student who does not intend to transfer to a four-year institution.

OTHER EDUCATIONAL ACTIVITIES

In response to special needs of persons in its service area, Motlow College develops special credit courses or identifies special groups of courses designed to meet specific educational objectives without a degree or a certificate of credit. Among these are individual courses for emergency medical technology and a cluster of courses identified as the apprenticeship program.

EMERGENCY MEDICAL TECHNICIAN TRAINING

Training in this credit program can allow a student to become certified in Tennessee as a Basic Emergency Medical Technician. The training is sanctioned by the Tennessee Department of Public Health, Division of Emergency Medical Service. Upon successful completion of the training the student is eligible to sit for the certification examination administered by the Division of Emergency Medical Service. Courses have the EMT code. For information about emergency medical technician training, contact the Associate Dean of Career Education.

APPRENTICESHIP PROGRAM

The apprenticeship program is a group of courses designed to satisfy the 40-semester-credit-hours related studies requirement to obtain the journeyman's card in the machinists's trade from the U.S. Department of Labor after completing 8,000 hours of on-the-job training component must be negotiated between the student's employer and the U.S. Department of Labor. Most of the related studies courses are listed with an IAT code. The addition of the Electronics Certificate of Credit program allows the student to progress from the apprenticeship program to the certificate program and then to the associate degree program if desired. For information about the apprenticeship program, contact the Associate Dean of Career Education.

ACADEMIC POLICIES AND STANDARDS

ACADEMIC ADVISEMENT

Academic advisement is accomplished through a group concept. The College has established seven essential academic advisement groups:

Business	Humanities and General Studies
Computer Science and Office Systems Technology	Education, Physical Education, and Social Science
Engineering and Industrial Technology	Mathematics and Science
Nursing and Allied Health	

Dependent upon a student's choice of major, emphasis/concentration, or special area of interest, each student is assigned an academic advisor from one of the seven groups. If for some reason a student's academic advisor is unavailable for consultation, the group concept permits the student to seek assistance from any of the other academic advisors in the same advisement group.

Academic advisors are responsible for assisting students in interpreting, planning, and fulfilling the appropriate requirements necessary to complete a selected program of study. Academic advisors maintain regularly scheduled office hours. As a minimum, students should consult with an appropriate academic advisor:

1. at the beginning of a program of study;
2. once each semester in preparation for the next semester;
3. to change a program of study, a major, an emphasis/concentration, or an academic advisor; and
4. to submit an Intent to Graduate form.

ACADEMIC PROGRAM OF STUDY

Each student is responsible for selecting an academic program of study at Motlow. Programs are defined in terms of a degree with a major and a concentration or area of emphasis, as applicable, or a certificate of credit. The Associate of Arts degree and the Associate of Science degree are earned with the university parallel major for transfer. The Associate of Applied Science degree is earned with a selection of a career major. The curriculum requirements for each of the programs of study which are available are outlined on pages 64 through 97. The student who plans to follow an area of emphasis in the university parallel major should secure a copy of the catalog of the institution to which he/she plans to transfer and use it in planning a program of study at Motlow. The selection early in a student's academic career of a curriculum designed to meet educational objectives will increase the satisfaction that student will realize from his/her educational experiences. Faculty advisors and counselors are prepared to assist students in program planning and course selection.

PROGRESSION STANDARD FOR COMPLETING THE ENGLISH REQUIREMENT

A first-time college student who is registering as a full-time student (12 or more semester hours) must register for the appropriate English course (remedial, developmental, or collegiate) within the full-time load during the first semester of attendance and remain in an English course each semester until the appropriate English requirement is completed.

PROGRESSION STANDARD FOR COMPLETING THE MATHEMATICS REQUIREMENT

A first-time college student requiring remedial or developmental mathematics who is registering as a full-time student (12 or more semester hours) must register for the appropriate remedial or developmental course within the full-time load during the first semester of attendance and remain in a mathematics course each semester until the appropriate remedial or developmental mathematics requirement is completed.

STUDENT LOAD

For administrative purposes, an individual is considered to be a full-time student when enrolled for a minimum of twelve (12) semester hours credit. Sixteen (16) to seventeen (17) semester hours is the normal load of a student per semester. Nineteen (19) semester hours is the maximum load which a student may have without approval of the appropriate Associate Dean. The maximum load for one semester which will be approved is 22 semester hours. Factors which are considered for approving enrollment for more than nineteen (19) semester hours include the classification of the student, the cumulative grade point average of the student, and the anticipated date of graduation.

STUDENT CLASSIFICATION

For administrative purposes, a student is classified as a freshman until the completion of twenty-eight (28) semester hours; after this time the student is classified as a sophomore. Those not accepted as degree seeking students or certificate of credit students are classified as special students.

INTENT TO GRADUATE

An Intent to Graduate form must be completed by a student by November 1 in the fall semester immediately preceding anticipated graduation in May, August, or December. A student may obtain the form in the Office of Admissions and Records or in any division office. The completed form will indicate the degree to be received, the major and emphasis selected, the effective catalog year, and the projected date for completion of all program requirements. The student should verify the required information with the academic advisor and confirm with the advisor that all repeat forms and course waiver and substitution forms have been completed and submitted to the Office of Admissions and Records by November 1 prior to the graduation year. A Cap and Gown form will then be completed by the student in the Office of Admissions and Records, and the \$25.00 graduation fee will be paid in the Business Office. If a student does not finish the degree requirements during the year that he/she files the Intent to Graduate form, the student should contact the Office of Admissions and Records during the term that requirements will be completed.

INTENT TO RECEIVE A CERTIFICATE OF CREDIT

An Intent to Receive a Certificate of Credit form must be completed by November 1 in the fall semester before the certificate of credit is to be awarded in May, August, or December. A student may obtain the form in the Office of Admissions and Records or in any division office. The completed form will indicate the certificate of credit to be received, the effective catalog year, and the projected date for completion of all program requirements. The student should verify the required information with the academic advisor and confirm with the advisor that all certificate of credit requirements will be met by the projected date of graduation. The completed form with the signature of the advisor is to be submitted to the Office of Admissions and Records by November of the completion year. If a student does not finish the certificate of credit requirements during the year that the Intent form is filed, he/she should contact the Office of Admissions and Records during the term that requirements will be completed.

CATALOG SELECTION

Students are allowed to graduate or receive certificates of credit by the requirements of the catalog under which they entered or any subsequent catalog, provided the catalog containing the program being followed is not more than five years old based on the date of completion of graduation requirements. The 1993-94 catalog expires and cannot be used for graduation after August 1999.

GRADUATION REQUIREMENTS

To earn the Associate of Arts, the Associate of Science, or the Associate of Applied Science Degree at Motlow State Community College, students must do the following:

1. students must complete curriculum requirements for the specific degree and major (and concentration or area of emphasis, if applicable) selected. No course or courses may be used to meet more than one requirement in a given program. These items apply to all programs completed for a degree:
 - a. Not less than 66 semester hours of credit.
 - b. A minimum of the final 24 semester hours of course work completed in residence at Motlow State Community College.
 - c. A cumulative grade point average of not less than 2.00 ("C" average) for the degree program excluding all hours earned in remedial and developmental courses.
2. An Intent to Graduate form should be filed with the Office of Admissions and Records no later than November 1 by anyone who plans to receive a degree in May, August, or December of that year.
3. A Cap and Gown form should be completed, and the \$25.00 graduation fee should be paid.
4. All students who plan to receive a degree are expected to participate in graduation exercises held in May of each year. Students who complete requirements by August or December should plan to participate in graduation the preceding May. If a student is unable to participate in the graduation exercise, he/she must write a letter to the Dean of Academic Affairs requesting to be excused from participating in the graduation exercise. Exceptions to participation in graduation requirements requested in writing to the Dean of Academic Affairs.

REQUIRED STUDENT ASSESSMENT AND PROGRAM EVALUATION

All graduating students are required to take the College Base test designed to measure general education achievement, and graduates of career programs are required to take competency tests applicable to the chosen major for the purpose of evaluation of the career program, as required by public policy. Unless otherwise provided for any individual program, no minimum score or level of achievement is required for graduation. Participation in testing is required for all graduating students. In order to comply fully with this provision, the student must authorize the release of his or her scores to Motlow College. Individual student scores will be treated as confidential.

CERTIFICATE OF CREDIT COMPLETION REQUIREMENTS

The student who receives a certificate of credit does not participate in graduation exercises. To receive a certificate of credit at Motlow State Community College, students must do the following:

1. All students must complete curriculum requirements for the specific certificate of credit program selected. A cumulative grade point average of not less than 2.00 ("C" average) is required excluding all hours earned in remedial and developmental courses.
2. An Intent to Receive a Certificate of Credit form should be filed with the Office of Admissions and Records no later than November if the program is to be completed by May, August, or December of that year.

AWARDING DEGREES OR CERTIFICATES OF CREDIT

When all graduation or certificate of credit requirements have been met by a student, the transcript will be posted to indicate that the degree has been awarded, and a diploma or certificate of credit will be issued. The date of the award will correspond to the term in which the student completed all requirements. Students in degree programs who participate in graduation exercises and subsequently complete all other requirements will receive diplomas following the term in which all requirements are met.

RECEIVING A SECOND ASSOCIATE DEGREE

A student who has completed the requirements for one associate degree may receive a second associate degree upon the completion of the curriculum prescribed for the second degree. The student will be governed by the provisions of the catalog in effect at the time he reenters the college for work toward the second degree. The second degree provision applies only to the degree designation, Associate of Arts, Associate of Science, or Associate of Applied Science, not to additional majors or concentrations or areas of emphasis.

AWARDS AND HONORS

Students graduating with the following cumulative grade point averages will receive the corresponding honor designation on their diplomas:

3.80 - 4.00	Summa Cum Laude
3.50 - 3.79	Magna Cum Laude
3.30 - 3.49	Cum Laude

DEAN'S LIST

The Dean's List each semester includes names of full-time students who have a 3.50--4.00 "college only" GPA for the semester.

HONOR ROLL

The Honor Roll each semester includes names of full-time students who have a 3.00--3.49 "college only" GPA for the semester.

HONORS PROGRAM

The Honors Program provides a path to excellence for academically talented students who want to derive maximum benefit from their educational experience. This college-wide curriculum helps students achieve their goal through intensive individual and group study under the guidance of qualified faculty and through interaction with other equally well-qualified students.

Students who complete at least 15 hours of honors courses are recognized at Awards Day and in the Commencement announcement. Completion of 12 semester hours in honors courses at Motlow will qualify a graduate for entry into upper division honors programs at some four-year institutions.

Students are selected on the basis of past performance as measured by ACT scores, high school record, diagnostic writing sample, and/or college instructor recommendations. Prime candidates are entering students who achieved a minimum ACT composite score of 23 (22 on ACT taken before October 1989) or who ranked in the upper 10 percent of their high school class. Sophomores must have a minimum grade-point average of 3.0 with 3.5 in the specific Honors area to be eligible for Honors courses. Students may request an honors designation in any course that does not have an honors section scheduled. Additional information about the Honors program is available in the Offices of the Associate Deans of the Divisions of Career Education and Liberal Arts.

COURSE REQUIREMENTS WAIVER AND SUBSTITUTION

When there is sufficient need to change a program of study outlined in the catalog for a student to be able to graduate, a course requirement waiver and/or substitution may be processed. Course waivers and/or substitutions should be determined in conference with the advisor and require the approval of the student's advisor and the Associate Dean. A form for this approval is available in the Office of the Associate Dean. The completed Course Waiver and Substitution form with necessary signatures is to be submitted to the Office of Admissions and Records by the student.

INCOMPLETE COURSE WORK

The "I" for "incomplete" indicates that the student has not completed all course requirements because of illness or other circumstances beyond his/her control, especially those which may occur toward the close of the term. Failure to make up work or to turn in required work on time does not provide a basis for the "I" unless extenuating circumstances noted above exist. The following guidelines apply to removing an "I" from the academic record.

1. The deadline for students to complete and submit required work to the faculty member will be the time established for mid-term examinations in the semester following the term in which the "I" was received. An "I" in nursing courses must be removed by the end of the second week of the semester following the term in which the "I" was received. The mid-term examination schedule is given in the class schedule. Students who receive an "I" in the spring semester will observe the schedule for the following fall semester.
2. When required work has been submitted to the faculty member and no later than one week after the deadline for removing an "I", the faculty member will file a completed Change of Grade form to the Office of Admissions and Records. The grade change will be updated on the student file prior to semester grade processing.
3. Under extenuating circumstances a faculty member can request, by memorandum to the Director of Admissions and Records, an extension of the "I" without punitive effects on the student's cumulative grade point average. The extension will extend to the next semester's deadline.
4. If a faculty member does not submit a completed Change of Grade form or a request for an extension of an "I", the "I" will be replaced by an "F" to be computed into the grade point average.

REPEATING A COURSE

A student may repeat a course which he or she has previously taken and received a final grade of C or lower. Students may be permitted to repeat a course in which a grade of B or higher was earned only

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with the approval of the Dean of Academic Affairs as an exception to the policy. A request for approval to repeat a course in which a B or higher was made should be submitted in writing to the Dean of Academic Affairs prior to the term during which the course is to be repeated. A request must include the reasons for the request. A written response to the request will be sent to the student.

The grade received in repeating a course (other than "NC", or "W", or "WP") is credited in the semester in which the course was repeated. To be effective in the cumulative grade point average (GPA) for the current term, a Repeat form for all courses being repeated must be filed in the Office of Admissions and Records no later than three weeks prior to the end of the semester in which the course is being repeated.

Repeating a course will affect a student's academic record in the following ways:

1. Only the last grade received in repeating a course will be used in computing the cumulative grade point average provided that the number of repeats of any single course does not exceed two (three attempts). In the event that a student repeats a course more than twice, the grade received in the third attempt and all subsequent attempts will be used in computing the cumulative grade point average.
2. The hours attempted in repeating a course will be subtracted from the total hours attempted before dividing to compute the cumulative grade point average provided that the number of repeats of any single course does not exceed two (three attempts). In the event that a student repeats a course more than twice, the hours attempted in the third attempt and all subsequent attempts will be included in the total hours attempted before dividing to compute the cumulative grade point average.
3. The credit hours earned for a course will be included only one time in the cumulative hours earned no matter how many times the course is completed.
4. All grades received for a course will remain on a student's transcript. A notation is added to indicate that the course has been repeated. The information showing the grade received when the course was repeated is given in the report for the semester during which the course was re-repeated.

If a course is repeated and no completed Repeat form is submitted to the Office of Admissions and Records, appropriate reductions in cumulative hours earned will be made when the academic record is revised. In order to keep academic records up to date and avoid inflating cumulative hours earned, Repeat forms should be completed and submitted at the time of registration for a course being repeated.

GRADING SYSTEM

The following grading system is used at Motlow State Community College:

Grade	Grade Points Awarded Per Semester Hour
A Outstanding	4
B Above Average	3
C Average	2
* D Passing	1
F Failing	0

* This grade is not used for any remedial or developmental course.

Other markings which may appear on the grade report and/or transcript are as follows:

CE Credit by Exam	S Satisfactory
I Incomplete	W Withdrew
NC No Credit	WF Withdrew Failing
P Passed	WP Withdrew Passing

The "CE" is used when a student receives credit for a course by challenge examination. The "CE" is not used in computing the grade point average. When "CE" is assigned, hours earned are increased. The total hours attempted and quality points earned are not affected.

The "I" indicates that the student has not completed all course requirements because of illness or other circumstances beyond his or her control, especially those which may occur toward the close of the term. Failure to make up work or to turn in required work on time does not provide a basis for the "I" unless extenuating circumstances noted above exist. The "I" is not included in computing the grade point average in the semester for which it is assigned. An incomplete may be removed during the succeeding semester excluding summer, or the "I" may be extended by the faculty member. If the "I" is not removed or extended, a grade of "F" is automatically entered.

The "NC" is used when a student has audited a course, when a student has withdrawn from a non-credit community service (NCCS) course, or when a student has not completed satisfactorily a non-credit community service (NCCS) course. The "NC" is not included in computing the grade point average.

The grades "P" and "F" are used with the Pass/Fail grading option. The "P" is not used in computing the grade point average. When a "P" is assigned, the hours earned are increased, but total hours attempted and quality points earned are not affected. The "F" is used in computing the grade point average by including the number of hours of the course in the hours attempted total and including zero grade points in the grade points earned.

The "S" is used only for reporting a non-credit community service (NCCS) course and indicates successful completion of that course and receipt of continuing education units.

The "W" is used when a student drops a class or withdraws from the college no later than one week prior to mid-term examinations. The "W" is not used in computing the grade point average. There is no effect on hours attempted, hours earned, or quality points earned.

The "WP" or "WF" is used when a student drops a class or withdraws from the college within the three weeks following the last day to receive a "W". Anyone dropping a class or withdrawing from the college after this time will receive "WF", except for unavoidable circumstances as determined by the Dean of Academic Affairs. Specific dates for the above are posted each semester in the Office of Admissions and Records. The "WP" is not included in computing the grade point average; however, the "WF" is computed in the grade point average in the same manner as an "F".

APPEAL OF A GRADE

A student may appeal a grade decision if there are circumstances which the student feels should warrant the appeal. Appeals must be made within forty-five (45) days from the end of the term during which the grade was received. Students enrolled in courses during any summer term shall have forty-five (45) days following the last day of the full summer term in which to file a grade appeal. All appeals should be submitted in writing to the Dean of Academic Affairs. Upon receipt of the appeal, the Dean will notify the faculty member involved. The Dean will reserve the right to question the student who has appealed, as well as the faculty member. The Dean will review the merits of the case, and the student and faculty member will be notified in writing of the response to the appeal.

ACADEMIC FRESH START

Any person who has not been enrolled in a college or university for a period of four years and who, upon re-enrolling at Motlow or transferring to Motlow, maintains a 2.00 GPA and completes 30 semester hours of Level 1 course work at Motlow, may petition to have grades on all prior course work disregarded in calculating his/her cumulative grade point average. Removal of grades means removal of all credits. Upon the completion of 30 semester hours at Motlow with a 2.00 cumulative GPA, the student should send a written request and transcript to the Director of Admissions and Records to be submitted for approval to the Dean of Academic Affairs. If the request is granted, the earlier course work will not count toward meeting requirements for graduation but would appear on the student's transcript.

A student who plans to transfer to another institution should contact that institution to determine the impact of Academic Fresh Start prior to implementing the program at Motlow. If assistance is needed, a student should contact the Director of Admissions and Records.

GRADE POINT AVERAGE (GPA) / QUALITY POINT AVERAGE (QPA)

The academic standing of a student is expressed in terms of a cumulative grade point average (CGPA). When a course is completed, the number of grade points earned is determined by multiplying the credit hours earned for that course by the grade points assigned to the letter grade earned. The cumulative grade point average is determined by dividing the total number of grade points earned by the total number of credit hours which the student attempted except for credit hours in courses from which the student withdraws in good standing or for courses in which the student received grades which are not considered when determining the CGPA. Credit hours and grades which are not used in computing the CGPA include (1) hours attempted in a repeated course, provided the number of repeats does not exceed two (See page 54 for information about repeating a course.), and (2) hours attempted in a course for which the grade "I" is in effect.

Assigned grade point values per letter grade are: A - 4 points, B - 3 points, C - 2 points, D - 1 point, and F - 0 points.

Example:

3 hrs. course completed with grade A:	3 x 4	=	12 grade points earned
5 hrs. course completed with grade C:	5 x 2	=	10 grade points earned
1 hr. course completed with grade B:	1 x 3	=	3 grade points earned
4 hrs. course completed with grade B:	4 x 3	=	12 grade points earned
3 hrs. course completed with grade F:	3 x 0	=	0 grade points earned
16 hours completed			<u>37</u> grade points earned

In the example given: $GPA = 37 \text{ divided by } 16 = 2.31$ (no hours repeated)

With the exclusions described above, two pairs of grade point averages are calculated: (1) a "college only" GPA - a cumulative GPA and term GPA comprised only of hours taken in courses numbered 100 and above and (2) a "combined" GPA - a cumulative GPA and term GPA comprised of both hours taken in courses numbered 100 and above and hours taken in Remedial/Developmental courses. Each of these averages is used in the following manner.

The "college only" GPA is used in

- (1) calculating the required cumulative GPA for graduation,
- (2) determining graduation honors, and
- (3) determining term honors.

The "combined" GPA is used in

- (1) determining suspension and probation,
- (2) determining financial aid eligibility,
- (3) determining athletic eligibility.

RETENTION STANDARDS

ASSOCIATE DEGREE PROGRAMS

The minimum cumulative "college only" grade point average required to achieve the associate degree or receive a certificate of credit is 2.0.

In order to establish a measure of academic standing, a table of minimum retention standards has been established. The table below describes minimum retention standards in terms of the minimum cumulative "combined" grade point average required for the credit hours attempted and is designed to serve as a guide to students who fall below the 2.00 cumulative "combined" grade point average.

A student who fails during any term to attain a cumulative "combined" grade point average at or above the level indicated in the table for the credit hours attempted will be placed on academic probation for the subsequent term. At the end of the next time of enrollment, a student on academic probation who has failed to attain either a cumulative "combined" grade point average at or above the cumulative standard given in the table or a 2.00 "combined" grade point average for that term will be suspended.

Semester Hours Attempted	Minimum Cumulative GPA
00.1 - 14.0	1.0
14.1 - 26.0	1.4
26.1 - 40.0	1.7
40.1 - 48.0	1.8
48.1 - 56.0	1.9
56.1 - and above	2.0

CERTIFICATE OF CREDIT PROGRAMS

The minimum cumulative "college only" grade point average required to receive a Certificate of Credit is 2.0. The table below describes minimum retention standards for Certificate of Credit programs in terms of the minimum cumulative "combined" grade point average required for credit hours attempted.

A student who fails during any term to attain a cumulative "combined" grade point average at or above the level indicated in the table for the credit hours attempted will be placed on academic probation for the subsequent term. At the end of the next time of enrollment, a student on academic probation who has failed to attain either a cumulative "combined" grade point average at or above the cumulative standard given in the table or a 2.0 "combined" grade point average for that term will be suspended.

Semester Hours Attempted	Minimum Cumulative GPA
00.1 - 08.0	1.0
08.1 - 14.0	1.3
14.1 - 18.0	1.7
18.1 - and above	2.0

ACADEMIC PROBATION AND SUSPENSION

A student who fails during any term to attain a cumulative "combined" grade point average at or above the level indicated in the table for the credit hours attempted will be placed on academic probation for the subsequent term. At the end of the next term of enrollment, a student on academic probation who has failed to attain either a cumulative "combined" grade point average at or above the cumulative standard given in the table or a 2.00 "combined" grade point average for that term will be suspended.

The period of academic suspension will be as follows: first suspension - one semester, second and subsequent suspensions - one calendar year. A student who is suspended for the first time at the end of the spring term will not be readmitted to the following summer or fall terms.

A student who is enrolled on academic probation and attains a 2.00 "combined" grade point average in the term of the probation will continue to be enrolled on academic probation until attaining a cumulative "combined" graded point average at or above the standard given in the table.

Transfer students will be subject to Motlow retention standards for admission or readmission to Motlow. A transfer student must be eligible to reenter the school from which he/she is transferring. A transfer student whose cumulative grade point average at the time of entry into Motlow is below Motlow's cumulative standard for the semester hours attempted will enter on a probationary basis.

Students who are being admitted or readmitted to Motlow after having been suspended will enter on a probationary basis.

APPEAL OF ACADEMIC SUSPENSION

A student who is suspended from Motlow College or another institution for academic reasons may appeal his or her suspension to the Student Affairs Committee if he or she feels there are extenuating circumstances or hardships which have contributed to his or her suspension. A student who is allowed to reenter college through this appeal process may be advised to reduce his or her load, repeat certain courses, or change program of study. The student will continue on academic probation.

The student appeal regarding academic or remedial/developmental suspension must be made through the Office of Student Services located in the Forrester Student Center. The student should request a suspension appeal form from the Office of Student Services, complete the form as indicated, and return it with a copy of his/her college transcript to the Dean of Student Services and Institutional Advancement prior to the day scheduled for hearing appeals. The appeal will be heard by the Student Affairs Committee; decisions of the Committee are final.

The Dean of Student Services and Institutional Advancement has the authority to remove suspension status for a student when recommended by the Student Affairs Committee.

ACADEMIC SCHEDULE

Motlow State Community College operates on the semester system. There are three academic semesters: fall, spring, and summer. The projected calendar for each term of the 1993-94 academic year appears at the front of this catalog. The calendar for each term is confirmed in the Schedule of Classes when published. The credit granted each course generally corresponds to the number of hours (50 minutes lecture time = 1 class hour) a class meets each week. Activities such as laboratory courses and physical education courses may require more than one hour for each credit hour.

CLASS SCHEDULE AND SCHEDULE ADDENDUM

Shortly before the beginning of each semester, a class schedule is published. Courses in the schedule are listed by a discipline code, a course number, course title, room number, days of the week the class meets, period or time of day, the credit for each course, and the instructor assigned to the course.

Each course has a separate number. Students should attempt to identify the discipline code and course number when registering or when communicating with college personnel about a course.

Changes in the Schedule of Classes may occur between the publication of the schedule and the opening of the semester. When a student is registering, the Class Schedule Addendum must be referenced for an update on schedule information.

CLASS CANCELLATION

Any class listed in the curriculum may be discontinued by the college. The right is reserved to cancel any class scheduled for a given semester when the number enrolled is considered insufficient. Other factors which may contribute to the cancellation of a class include the availability of qualified instructors and the availability of appropriate facilities.

When a class is canceled, an official drop or withdrawal must be processed for each student who had registered for the class. If this procedure is not initiated by the student, the college will complete the process administratively.

DISCIPLINE CODES

Attention to the symbols and abbreviations below may help in understanding class schedules as well as the catalog.

Discipline Codes - Division of Career Education

ACT	Accounting	IAT	Industrial Technology
BNK	Banking	IMT	Industrial Management
BUS	Business	MKT	Marketing
COP	Cooperative Education	NET	Nursing
CST	Computer Science	OST	Office Systems Technology
ECO	Economics	RES	Real Estate
EMT	Emergency Medical Technology	ERG	Pre-Engineering/Engineering Technology

Discipline Codes-Division of Liberal Arts

AGR	Agriculture	HED	Health
ANT	Anthropology	HIS	History
ART	Art	IDS	Interdisciplinary Studies
BIO	Biology	MAT	Mathematics
CHE	Chemistry	MUS	Music
COM	Communications	PED	Physical Education
EDU	Education	PHY	Physics
ENG	English	POL	Political Science
FRE	French	PSY	Psychology
GGY	Geography	SOC	Sociology
GEO	Geology	SPA	Spanish
DSE	Development Studies - English	DSM	Development Studies - Mathematics
DSR	Development Studies - Reading	DSS	Developmental Studies - Study Skills
RSE	Remedial Studies - English	RSM	Remedial Studies - Mathematics
RSR	Remedial Studies - Reading		

ACADEMIC ASSESSMENT AND PLACEMENT PROGRAM

Beginning in 1985, all Tennessee Board of Regents universities, colleges, and technical institutes implemented the Academic Assessment and Placement Program (AAPP) as a condition for enrollment. All policies and procedures for assessment and placement under this program have been implemented at Motlow State Community College along with a full complement of remedial and developmental courses. The purpose of this program is three fold: (1) identify students who are underprepared for college level studies, (2) provide programs of instruction designed to remove academic deficiencies, and (3) prepare students for entry into the college-level curriculum.

ASSESSMENT AND PLACEMENT PROCEDURES

The provisions for assessment and placement apply to all degree-seeking applicants, some returning/re-admit students, and special students for credit. Additionally, other students enrolling in English or mathematics for the first time are subject to assessment/placement requirements in the applicable discipline. Listed below are applicant categories subject to assessment/placement provisions.

1. Applicants who are under twenty-one (21) years of age must take the American College Test (ACT). Applicants whose ACT composite scores and English and mathematics sub-scores are 19 or greater may enroll in regular college curriculum without assessment/placement providing they have met high school criteria under the 1989 Admissions Requirements (see page 17 for information on removing

- high school deficiencies in English and mathematics). Applicants whose ACT composite scores are 18 or less must take the reading portion of the AAPP test. Applicants whose ACT sub-scores in English are 18 or less must take the writing composition portion of the AAPP test. Applicants whose ACT sub-scores in mathematics are 18 or less must take the appropriate mathematics portions of the AAPP test. Performance on the AAPP test results in either placement in the regular college curriculum, developmental studies, remedial studies, or a combination of these.
2. Applicants who are twenty-one (21) years of age or older as of the first day of classes of their admitting term and who seek regular admission must take all portions of the AAPP test. Performance on the AAPP test results in either placement in the regular college curriculum, developmental studies, remedial studies, or a combination of these.
 3. Returning or re-admit and transfer students who have not previously taken the AAPP test or who have not earned college level credits in English or mathematics must be assessed in the appropriate area(s) before they can enroll. Performance on the AAPP test results in either placement in the regular college course, developmental course, or a remedial course.
 4. Special Students for Credit who accrue twelve (12) or more semester hours or who enroll in English or math for the first time must take the appropriate AAPP sub-test(s) before they can enroll. Performance on the AAPP sub-test(s) results in either placement in a college level course, developmental course, or a remedial course.
 5. Applicants who graduated from high school spring 1989 or after and who lack required high school credits in English or mathematics must take the appropriate AAPP sub-test(s) and enroll in the course(s) prescribed by test results (see page 16, Undergraduate Admissions Requirements).
 6. Applicants seeking the Associate of Arts or Associate of Science degrees who have GED high school equivalency diplomas must take the appropriate AAPP English and mathematics sub-test(s) to remove high school unit deficiencies. Performance on AAPP test results in either placement in the regular college course, developmental course, or a remedial course.

Students who gain regular admission to the college without assessment and who later prove to be underprepared for college level work will be referred to the program director for assessment in the appropriate area. Students who are referred and assessed must enroll in the course(s) appropriate to their assessment results. Referred students who are enrolled in a college level course for which they lack prerequisite skills must drop that course and re-enroll in the appropriate remedial or developmental level course.

Exceptions to mandatory assessment and placement may be granted in individual cases where a student's level of readiness into college level course(s) is not considered detrimental to his/her academic progression. Such exception from mandatory assessment/placement will be permitted only after thorough evaluation of student records and documented performance. Recommendation for exception will be made by the Director of Remedial/Developmental Studies and granted, after further review, by the Associate Dean of Liberal Arts. All exceptions will be adequately documented by the program director.

ACADEMIC ASSESSMENT AND PLACEMENT PROGRAM (AAPP) TEST

The Academic Assessment and Placement Program (AAPP) test has three major components designed to measure student readiness for college. The three components are writing, reading comprehension, and mathematics. The writing component requires a student to write an essay which measures his/her ability to use standard written English. The reading comprehension test is designed to measure a student's ability to understand what he/she reads. This component assesses the student's ability to (1) identify word and/or phrase meaning, (2) understand literal and interpretative meaning, and (3) understand assumptions, opinions, and tone. The mathematics test measures a student's ability to solve problems in basic arithmetic, elementary algebra, and intermediate algebra. A student will take only those portions of the mathematics test for which he/she has formal preparation in high school mathematics.

The AAPP test is not a pass/fail test. The results do not determine whether or not a student is admitted to college. Instead, test results are used to determine courses best suited to students' levels of readiness. Each test component has a separate score which determines student placement into related courses.

Except for extenuating circumstances, the AAPP test may not be taken more than once. Under no circumstances will a student be retested within ninety (90) days of his previous test. A student who takes the test but who does not immediately enroll will not be re-tested unless ninety (90) days have lapsed. A student may not re-take the test or any portion of the test if he/she has enrolled in a remedial or developmental course to remove pre-requisite requirements. A student who transfers to other Tennessee Board of Regents institutions may have his/her test results forwarded. Additionally, test results are included in student transcript information sent to other TBR institutions.

The AAPP test is given on a regular basis throughout the year at Motlow. Special arrangements and accommodations are available for students who require other than standard conditions for taking the test. There is no fee for taking the AAPP test. The Director of Remedial and Developmental Studies should be contacted for information about the AAPP test and test dates.

REMEDIAL AND DEVELOPMENTAL STUDIES

A complementary component of AAPP testing is a comprehensive program of remedial and developmental studies courses in writing, mathematics, reading, and study skills. These courses are designed to assist students who need preparation for college-level work. Remedial and developmental studies courses provide learning experiences which help students succeed in their college level courses.

REMEDIAL COURSES

Remedial studies is a program of instruction that leads to proficiency in the Basic Skills Objectives defined by the Tennessee State Department of Education as mastery objectives for the Tennessee Proficiency Test. Applicants who are placed in remedial studies will be admitted to the College on a controlled admissions basis and will be required to complete appropriate remedial courses. Following completion of required remedial courses, a student is required to complete successfully all corresponding developmental courses before enrollment in college-level courses. Remedial courses may not be taken for audit. Descriptions of remedial courses are given on page 135-136.

DEVELOPMENTAL COURSES

Developmental studies is a program of instruction designed to provide the student a level of proficiency in the Basic Academic Competencies described by the Educational EQuality Project of the College Board as required for successful pursuit of college studies. Applicants who are placed in developmental studies will be admitted to the college on a controlled admission basis. Applicants who are found to be deficient in a basic academic competency at the level of developmental studies may not be enrolled in a regular college-level course which requires that competency as a prerequisite until the exit criteria of the appropriate developmental studies course have been met. Developmental courses may not be taken for audit. Descriptions of developmental courses are given on page 135.

POLICIES OF REMEDIAL AND DEVELOPMENTAL STUDIES

Student Attendance. Student attendance in Remedial/Developmental courses is mandatory; no absences are permitted. Instructors may interpose grade penalties at their discretion for student absences. All student absences will be reported to the Director of Remedial/Developmental Studies for his review and subsequent action. The only entertainable exceptions to this policy are extenuating circumstances which must be verified by the program director.

Drops and Withdrawals. Students enrolled in remedial and developmental courses are not permitted to drop or withdraw from these courses unless extenuating circumstances warrant such action. The Director of Remedial and Developmental Studies recommends approval of drops and withdrawals after verification of the extenuating circumstances.

Student Failure and Suspension. A grade of "C" or better is necessary for students to complete successfully remedial or developmental level courses and progress to the next higher course. Students who earn grades lower than "C" in a remedial or developmental course must repeat the course for a second attempt. Students who earn a grade less than "C" following a second attempt of a remedial or developmental course are suspended from the college for one academic term. When suspension occurs at the end of the spring term, students are not eligible to re-enroll until the following spring term of the next academic year. Following a third unsuccessful attempt at the same course, students will be suspended for one academic year. Students may appeal their suspensions through existing channels provided by the Student Affairs Committee (see page 65).

Credit Hours and Grades Earned in Remedial and Developmental Courses. Credit hours earned in remedial and developmental courses may not be used to meet any degree requirement. These credits are institutional credit only and are "add-on" hours. The grades made in remedial and developmental courses become part of the academic record and will be used in determining semester GPA and cumulative GPA for retention, probation, and suspension purposes, as well as eligibility for financial aid and athletics, but will not be used when determining eligibility for the honor roll, dean's list, or graduation honors.

Grade Assignments. Letter grades assigned to remedial and developmental courses are: A, B, C, F and withdrawal (W, WP, WF). Incomplete grades are awarded only under extenuating circumstances. Any assigned grade lower than a "C" (W, WP, WF, F) constitutes a course attempt (see Student Failure and Suspension above). Students are not permitted to audit remedial or developmental courses.

Prohibition Against Placement in Remedial or Developmental Courses without AAPP Assessment. Students may not enroll in remedial or developmental level courses unless they have been assessed by AAPP pre-test; enrollment must be commensurate with test results.

Student Appeal of AAPP Placement. A student may be permitted to appeal AAPP placement if, in the judgment of the Director of Remedial and Developmental Studies, placement results are inconsistent with the student's performance and other diagnostic test results. Students may not re-take the AAPP pre-test but may be placed differently according to the director's determination. A student who appeals the highest developmental course in a sequence must complete the AAPP post-test.

Transfer of Credit of Remedial/Developmental Courses. Credits earned in remedial and developmental courses at other Tennessee Board of Regents institutions are accepted subject to the limitations described above. Motlow reserves the right to place transferring students who have not completed their remedial or developmental level requirements into courses commensurate with their level of progression.

AAPP Post Test. Students who successfully complete the exit criteria for the highest developmental level course must take the appropriate AAPP post test as part of the exit requirements for the program. Students who fail to take the post test may be refused re-admission to the college. Further, they may be denied transfer re-admission to other TBR institutions. Post test results are used to determine student gain scores as students progress through the program. The AAPP post test is not a barrier test to prevent student progression to the college curriculum.

Follow-up on Students Completing the Remedial/Developmental Program. Files are maintained on all students who enroll in any remedial or developmental course. These files are maintained for as long as students are enrolled in college or for a period of six (6) years.

INTERINSTITUTIONAL ARTICULATION

The Tennessee Board of Regents has established guidelines to provide for collegiate articulation between community colleges and universities in the State University and Community College System of Tennessee. The guidelines are intended to promote the orderly progress of students who transfer from the community colleges to baccalaureate degree programs in the universities, while protecting the integrity of the university and community college programs.

The contact person at Motlow State Community College for transfer student advisement and for interinstitutional articulation is the Director of Admissions and Records. Applications, catalogs, and course equivalency information from many Tennessee colleges and universities are available in the Counseling office. Faculty advisors also have information to assist students in making decisions related to academic programs of study designed to transfer.

The programs designed for transfer are identified under the University Parallel Major with a variety of areas of emphases. Career technology programs and certificate of credit programs are designed for students who do not intend to transfer to a baccalaureate degree program. This information is indicated for each of the career programs.

When a transfer student has satisfactorily completed an associate degree designed for transfer to a university in the Tennessee Board of Regents System, with an area of emphasis which corresponds to the degree major to be pursued at the university, the university shall grant credit toward completion of the baccalaureate degree for all courses completed for the associate degree, subject to the provisions of the next paragraph, provided that credit need not be granted for any course which would not be acceptable by the university for its native students. When a transfer student has been awarded an associate degree not designed for transfer purposes, each university shall accept those level one (freshman and sophomore) courses completed at a community college which have been determined to be equivalent to level one courses offered by the university, as creditable toward completion of relevant requirements for degree programs at the university, to the same extent that the courses would be creditable toward completion of the degree programs by the university's native students with the same degree major.

There shall be no limit to the number of credits transferred from a community college to a university within the System. However, the application of these credits to meet degree requirements will vary according to the degree sought and the transfer student must meet the requirements for level two work and residency at the university.

Transfer students shall have the same privileges of catalog options as native students at the receiving institution, i.e. the option of complying with the catalog for the transfer student's freshman year to the extent that this privilege is provided for native students.

PROGRAMS OF STUDY - CORE CURRICULA

The programs of study leading to the associate degree at Motlow State Community College are outlined on pages 72 to 105. Courses listed first in each program correspond to the general education core curriculum for either the transfer programs or for the career programs. Because the general education requirements in the programs of study are very similar, students can change from one program to another without undue penalty and hardship. The university parallel (transfer) general education core is for students planning to transfer to senior institutions following graduation from Motlow State Community College. The career technology (non-transfer) core is for students planning immediate employment upon graduation.

UNIVERSITY PARALLEL (TRANSFER) CORE CURRICULUM

General Education

Area of Study	Minimum Semester Hours Required
English Composition	6
Literature	6
Humanities	3
American History	6
Natural/Physical Sciences	8
Mathematics	3
Physical Education Activities	2
Speech	3
Computer Science	1
Interdisciplinary Studies	2

CAREER TECHNOLOGY (NON-TRANSFER) CORE CURRICULUM

General Education

Area of Study	Minimum Semester Hours Required
English Composition	6
Speech	3
Social/Behavioral Science	3
Science/Mathematics	6
Computer Science	1
Interdisciplinary Studies/Humanities	2

Following the general education course listing are the courses selected to support skill and competency development appropriate to the major and area of emphasis. Some programs of study are completed by general elective hours, giving the student the initiative in choosing additional courses to complete the program. All programs of study leading to the associate degree at Motlow State Community College require a minimum of 66 semester hours.

GENERAL EDUCATION

Through the structure of its general educational curriculum, Motlow State Community College seeks to provide experiences designed to prepare students for responsible citizenship; for productive, wholesome, and creative participation in life activities; and for intelligent decision making. The objectives of the general education program at Motlow are to provide learning experiences which will lead students to:

- * read, write, listen, and speak effectively;
- * recognize the value of the arts, aesthetics, and their intellectual heritage;
- * clarify personal strengths, values, and goals, and evaluate attitudes, values, and ideas in a rational manner;
- * develop the knowledge and skills which promote life-long learning and productive citizenship;
- * think critically and make reasoned choices by acquiring, analyzing, synthesizing, and evaluating knowledge;
- * understand the methods of assimilating information using mathematical, quantitative, and information processing skills, and,
- * acquire an awareness and sensitivity to the effects of science and technology in society.

**TENNESSEE BOARD OF REGENTS
MINIMUM DEGREE REQUIREMENTS**

DEGREES DESIGNED FOR TRANSFER

The Tennessee Board of Regents has determined that the following associate degree requirements be regarded as the acceptable requirements for associate degrees designed for transfer purposes from institutions in the State University and Community College System of Tennessee.

1. All associate degrees shall require a minimum of 64 semester credit hours. Credit hours earned in remedial or developmental courses are institutional credit; they are not applicable to credit hours required for any certificate of credit or associate degree.
2. All associate degrees designed for transfer purposes shall require completion of not less than 32 semester credit hours of level-one course as described below:
 - a. English composition 6 semester credit hours
 - b. Humanities* 9 semester credit hours, including at least 3 semester credit hours in literature
 - c. History sequence 6 semester credit hours (to be selected in accordance with requirements of transfer institution; 3 semester hours of Tennessee history may be substituted for 3 semester hours American history)
 - d. Natural/physical sciences/mathematics 9 semester credit hours to include one year of science and at least one course in mathematics
 - e. Physical education activities** 2 semester credit hours to be taken as two 1-semester courses (institutions may substitute satisfactory participation in ROTC, marching band, or armed forces experience.)
3. College courses that are taken as electives to address course deficiencies in high school preparation and that are taken to meet minimum admission requirements effective fall, 1989, may not be used to meet the degree requirements specified in item 2 above.
4. Students studying for an associate of arts degree designed for transfer purposes shall be required to demonstrate proficiency in a foreign language equivalent to completion of one year of college level work.

DEGREES NOT DESIGNED FOR TRANSFER

The Tennessee Board of Regents has determined that the following associate degree requirements be regarded as the minimum acceptable requirements for career programs not designed for transfer.

1. All components of requirements for associate degrees designed primarily for immediate employment should be outcome oriented.
2. The degree major for associate degree career programs shall require a minimum of 64 semester credit hours.
3. The technical specialty component of the career degree major shall consist of a minimum of 32 semester credit hours.
4. The requirements for a basic core of general education courses for career degrees shall consist of a minimum of 16 semester credit hours including a minimum of one course in each of the following areas:
 - a. oral communications
 - b. written communications
 - c. mathematics
 - d. humanities or fine arts
 - e. social or behavioral sciences
 - f. natural sciences (or an additional mathematics course)
5. Although open admission to the institution for all adults is a cardinal characteristic of TBR community colleges, the institution may set minimum admission requirements for career degree programs.
6. Credit hours earned in developmental or remedial courses cannot be used to satisfy the minimum 64 semester credit hours requirement.

*All courses in the disciplines of anthropology, art, and music, and selected courses in communications (COM 108, COM 202, and COM 203) have been identified at Motlow State Community College to meet the Humanities requirements established by the Tennessee Board of Regents.

**See page 34 for information about credit for military service time.

UNIVERSITY PARALLEL MAJOR

The University Parallel major is designed for the student who intends to transfer to a four-year institution. When a student completes the following areas of emphases and graduates from Motlow, that student will have completed the minimum acceptable requirements for an associate degree designed for transfer purposes from institutions in the State University and Community College System of Tennessee. Students who intend to transfer to other than institutions in the State University and Community College System of Tennessee may find it necessary to have changes made in the selected program of study. A comparison of the selected program of study at Motlow with the first two years at the four-year institution which a student plans to attend will contribute to a selection of electives which will best complement the program of study to be followed after transfer. The student is urged to secure a copy of the current catalog of the institution to which he/she plans to transfer and to discuss the selected transfer program with his/her advisor and/or a counselor.

ACCOUNTING AREA OF EMPHASIS

University Parallel Major

Associate of Science Degree

Courses

Credit hrs.

GENERAL EDUCATION

ENG 101, 102	6
ENG 201	3
ENG 202 or 203	3
Humanities Elective from ANT, ART, COM, or MUS	3
HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8
MAT 131, 133	6
PED Activities	2
COM 101	3
*CST 115	3
IDS 101	2

AREA OF EMPHASIS REQUIREMENTS

ACT 231, 232	6
BUS 121	3
BUS 241	3
CST 125	3
ECO 201, 202	6
**General Electives	3

69 hrs.

*Keyboarding skills are required for CST 115. CST 100 or previous typing course is a prerequisite or co-requisite for CST 115.

Motlow also offers a two-year career concentration in this area. To make sure you are following the correct program, check with your advisor or see the Business Technology major.

AEROSPACE AREA OF EMPHASIS

University Parallel Major

Associate of Science Degree

Courses Credit hrs.**GENERAL EDUCATION**

ENG 101, 102	6
ENG 201	3
ENG 202 or 203	3
Humanities Elective from ANT, ART, COM, or MUS	3
HIS 211, 212	6
CHE 101	4
PHY 211, 212	8
MAT 151, 152	7
PED Activities	2
COM 101	3
*CST 115	3
IDS 101	2

AREA OF EMPHASIS REQUIREMENTS

ACT 231	3
ECO 201	3
ERG 101	3
IAT 120	3
PSY 131	3
General Electives	1

66 hrs.

*Keyboarding skills are required for CST 115. CST 100 or previous typing course is a prerequisite or co-requisite for CST 115.

Students in the Aerospace area of emphasis should complete the private pilot certificate during their freshman or sophomore year. Proof of certification may be required for entry into a program at a four-year institution.

NOTE: Students planning to major in an aerospace program at a four-year institution upon transfer should plan carefully with their advisors for appropriate course selection since program requirements vary by institution.

AGRICULTURE AREA OF EMPHASIS
University Parallel Major

Associate of Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 202 or 203	3
Humanities Elective from ANT, ART, COM, or MUS	3
HIS 211, 212	6
BIO 141, 142	8
MAT 131 or higher	3-5
PED Activities	2
COM 101	3
*CST 115	3
IDS 101	2
AREA OF EMPHASIS REQUIREMENTS	
AGR 101, 102, 234	9
CHE 101, 102	8
ECO 201	3
ACT 231	3
General Electives	3
<hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 68-70 hrs.	

*Keyboarding skills are required for CST 115. CST 100 or previous typing course is a prerequisite or co-requisite for CST 115.

ART AREA OF EMPHASIS
University Parallel Major

Associate of Arts Degree

Associate of Science Degree

Courses	Credit hrs.	Courses	Credit hrs.
GENERAL EDUCATION		GENERAL EDUCATION	
ENG 101, 102	6	ENG 101, 102	6
ENG 201	3	ENG 201	3
ENG 202 or ENG 203	3	ENG 202 or ENG 203	3
MUS 105	3	MUS 105	3
HIS 211, 212	6	HIS 211,212	6
One year sequence in BIO, CHE, or PHY	8	One year sequence in BIO, CHE, or PHY	8
MAT 126 or higher	3-5	MAT 126 or higher	3-5
PED Activities	2	PED Activities	2
COM 101	3	COM 101	3
CST 105 or higher	1-3	CST 105 or higher	1-3
IDS 101	2	IDS 101	2
AREA OF EMPHASIS REQUIREMENTS		AREA OF EMPHASIS REQUIREMENTS	
ART 104, 105	6	ART 104, 105	6
ART 111, 121, 231, 241	12	ART 111, 121, 231, 241	12
General Electives	0-2	General Electives	4-8
One year sequence in a foreign language	6		
<hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 66-68 hrs.		<hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 66 hrs.	

BIOLOGY AREA OF EMPHASIS
University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
GENERAL EDUCATION		GENERAL EDUCATION	
ENG 101, 102	6	ENG 101, 102	6
ENG 201	3	ENG 201	3
ENG 202 or ENG 203	3	ENG 202 or ENG 203	3
Humanities Elective from ART, COM, or MUS	3	Humanities Electives from ANT, ART, COM, or MUS	3
HIS 211, 212	6	HIS 211, 212	6
BIO 141, 142	8	BIO 141, 142	8
MAT 151	4	MAT 151	4
PED Activities	2	PED Activities	2
COM 101	3	COM 101	3
CST 105 or higher	1-3	CST 105 or higher	1-3
IDS 101	2	IDS 101	2
AREA OF EMPHASIS REQUIREMENTS		AREA OF EMPHASIS REQUIREMENTS	
BIO 271, 272	8	BIO 271, 272	8
CHE 101, 102	8	BIO 231	3
Elective from ART, COM, MUS	3	CHE 101, 102	8
General Electives	0-1	MAT 152	3
One year sequence in a foreign language	6	General Electives	1-3
	67-68 hrs.		68 hrs.

BUSINESS ADMINISTRATION AREA OF EMPHASIS
University Parallel Major

Associate of Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 202 or 203	3
Humanities Elective from ANT, ART, COM, or MUS	3
HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8
MAT 131, 133	6
PED Activities	2
COM 101	3
*CST 115	3
IDS 101	2
AREA OF EMPHASIS REQUIREMENTS	
ACT 231, 232	6
BUS 121, 241	6
CST 125	3
ECO 201, 202	6
**General Electives	3
	69 hrs.

*Keyboarding skills are required for CST 115. CST 100 or previous typing course is a prerequisite or co-requisite for CST 115.

**Recommended elective: CST 126

Motlow also offers a two-year career program in this area. To make sure you are following the correct program, check with your advisor or see the Business Technology major.

BUSINESS EDUCATION/OFFICE MANAGEMENT AREA OF EMPHASIS
University Parallel Major

Associate of Science Degree

Courses Credit hrs.

GENERAL EDUCATION

ENG 101, 102	6
ENG 201	3
ENG 202 or 203	3
ART 101 or MUS 105	3
HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8
MAT 151	4
PED Activities	2
COM 101	3
*CST 115	3
IDS 101	2

AREA OF EMPHASIS REQUIREMENTS

ACT 231, 232	6
BUS 121	3
BUS 241	3
ECO 201, 202	6
**OST 101, 102	6
General Electives	2

69 hrs.

*Keyboarding skills are required for CST 115. CST 100 or previous typing course is a prerequisite or co-requisite for CST 115.

**Students with one year or more of high school typewriting may be permitted to substitute elective hours for OST 101 and begin with OST 102.

Motlow also offers a similar two-year career major in Office Systems Technology. To make sure you are following the correct program, check with your advisor or see the Office Systems Technology major.

CHEMISTRY AREA OF EMPHASIS
University Parallel Major

Associate of Arts Degree

Associate of Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 202 or ENG 203	3
Humanities Elective from ART, COM, or MUS	3
HIS 211, 212	6
CHE 101, 102	8
*MAT 251	5
PED Activities	2
COM 101	3
CST 105 or higher	1-3
IDS 101	2

AREA OF EMPHASIS REQUIREMENTS

CHE 231, 232	8
Elective from ART, COM, MUS	3
General Electives	5-7
One year sequence in a foreign language	6

66 hrs.

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 202 or ENG 203	3
Humanities Elective from ANT, ART, COM, or MUS	3
HIS 211, 212	6
CHE 101, 102	8
*MAT 251	5
PED Activities	2
COM 101	3
CST 105 or higher	1-3
IDS 101	2

AREA OF EMPHASIS REQUIREMENTS

CHE 231, 232	8
MAT 252, 253	10
General Electives	4-8

66 hrs.

*MAT 151 and MAT 152 are required for students lacking the background to start with MAT 251. This requirement will be verified by the mathematics faculty and individual advisors.

COMMUNICATIONS AREA OF EMPHASIS
University Parallel Major

Associate of Arts Degree	
Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 202 or ENG 203	3
Humanities Electives from ART, COM, or MUS	3
HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8
MAT 126 or higher	3-5
PED Activities	2
COM 101	3
CST 105 or higher	1-3
IDS 101	2
AREA OF EMPHASIS REQUIREMENTS	
*COM 111, 112, 113	9
COM Electives	3
General Electives	4-8
One year sequence in a foreign language	6
<hr style="width: 20%; margin-left: auto; margin-right: 0;"/> 66 hrs.	

Associate of Science Degree	
Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 202 or ENG 203	3
Humanities Electives from ANT, ART, COM, or MUS	3
HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8
MAT 126 or higher	3-5
PED Activities	2
COM 101	3
CST 105 or higher	1-3
IDS 101	2
AREA OF EMPHASIS REQUIREMENTS	
*COM 111, 112, 113	9
COM Electives	6
General Electives	7-11
<hr style="width: 20%; margin-left: auto; margin-right: 0;"/> 66 hrs.	

*COM 112 requires the completion of OST 101 and/or the ability to type 35-40 words per minute.

NOTE: Students planning to major in speech-theater upon transfer should plan carefully with their advisors for appropriate selection of courses.

COMPUTER SCIENCE AREA OF EMPHASIS
University Parallel Major

Associate of Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 202 or 203	3
Humanities Elective from ANT, ART, COM, or MUS	3
HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8
*MAT 251	5
PED Activities	2
COM 101	3
**CST 140	4
IDS 101	2
AREA OF EMPHASIS REQUIREMENTS	
CST 132	3
CST 240, 245	6
CST 250	3
MAT 252, 253	10
General Electives	3
<hr style="width: 20%; margin-left: auto; margin-right: 0;"/> 70 hrs.	

*MAT 151 and MAT 152 are required courses for students lacking the background to start with MAT 251. This requirement will be verified by the mathematics faculty and the individual advisor.

**Keyboarding skills are required for CST 140. CST 100 or previous typing course is a prerequisite or co-requisite for CST 140.

A related program in Information Systems is also in the University Parallel major.

EARLY CHILDHOOD EDUCATION AREA OF EMPHASIS

University Parallel Major

(See Interdisciplinary Studies, pages 82-85)

ECONOMICS AREA OF EMPHASIS

University Parallel Major

Associate of Arts Degree		Associate of Sciences Degree	
Courses	Credit hrs.	Courses	Credit hrs.
GENERAL EDUCATION		GENERAL EDUCATION	
ENG 101, 102	6	ENG 101, 102	6
ENG 201	3	ENG 201	3
ENG 202 or ENG 203	3	ENG 202 or ENG 203	3
Humanities Elective from ART, COM, or MUS	3	Humanities Elective from ANT, ART, COM, or MUS	3
HIS 211, 212	6	HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8	One year sequence in BIO, CHE, or PHY	8
MAT 131, 133	6	MAT 131, 133	6
PED Activities	2	PED Activities	2
COM 101	3	COM 101	3
*CST 115	3	*CST 115	3
IDS 101	2	IDS 101	2
AREA OF EMPHASIS REQUIREMENTS		AREA OF EMPHASIS REQUIREMENTS	
ECO 201, 202	6	ACT, 231, 232	6
Elective from ART, COM, MUS	3	BUS 121	3
BUS 241	3	BUS 241	3
General Electives	3	ECO 201, 202	6
One year sequence in foreign language	6	General Electives	3
<hr style="width: 20%; margin: auto;"/> 66 hrs.		<hr style="width: 20%; margin: auto;"/> 66 hrs.	

*Keyboarding skills are required for CST 115. CST 100 or previous typing course is a prerequisite or co-requisite for CST 115.

ELEMENTARY EDUCATION AREA OF EMPHASIS

University Parallel Major

(See Interdisciplinary Studies, pages 82-85)

ENGLISH AREA OF EMPHASIS
University Parallel Major

Associate of Arts Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 203	3
ART 101	3
HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8
MAT 126 or higher	3-5
PED Activities	2
COM 101	3
CST 105 or higher	1-3
IDS 101	2

AREA OF EMPHASIS REQUIREMENTS

ENG 202	3
MUS 105	3
Electives from ART, COM, and MUS (excluding ART 101 and MUS 105)	6
General Electives	4-8
One year sequence in a foreign language	6

66 hrs.

Associate of Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 203	3
ART 101	3
HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8
MAT 126 or higher	3-5
PED Activities	2
COM 101	3
CST 105 or higher	1-3
IDS 101	2

AREA OF EMPHASIS REQUIREMENTS

ENG 202	3
MUS 105	3
Electives from ART, COM, and MUS (excluding ART 101 and MUS 105)	6
General Electives	10-14

66 hrs.

GENERAL STUDIES AREA OF EMPHASIS
University Parallel Major

Associate of Arts Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 202 or ENG 203	3
Humanities Elective from ART, COM, or MUS	3
HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8
MAT 126 or higher	3-5
PED Activities	2
COM 101	3
CST 105 or higher	1-3
IDS 101	2

AREA OF EMPHASIS REQUIREMENTS

Electives from ANT, ART, COM, or MUS	3
General Electives	13-17
One year sequence in a foreign language	6

66 hrs.

Associate of Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 202 or ENG 203	3
Humanities Elective from ANT, ART, COM, or MUS	3
HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8
MAT 126 or higher	3-5
PED Activities	2
COM 101	3
CST 105 or higher	1-3
IDS 101	2

AREA OF EMPHASIS REQUIREMENTS

*One year sequence from any discipline	6-12
General Electives	10-20

66 hrs.

*Students planning on pursuing licensure in secondary education should take EDU 111 and EDU 211 to fulfill this requirement.

GEOGRAPHY AREA OF EMPHASIS
University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
GENERAL EDUCATION		GENERAL EDUCATION	
ENG 101, 102	6	ENG 101, 102	6
ENG 201	3	ENG 201	3
ENG 202 or ENG 203	3	ENG 202 or ENG 203	3
Humanities Elective from ART, COM, or MUS	3	Humanities Elective from ANT, ART, COM, or MUS	3
HIS 211, 212	6	HIS 211, 212	6
BIO 104, 105	8	BIO 104, 105	8
MAT 126 or higher	3-5	MAT 126 or higher	3-5
PED Activities	2	PED Activities	2
COM 101	3	COM 101	3
CST 105 or higher	1-3	CST 105 or higher	1-3
IDS 101	2	IDS 101	2
AREA OF EMPHASIS REQUIREMENTS		AREA OF EMPHASIS REQUIREMENTS	
GGY 101, 201	6	GGY 101, 201	6
GEO 120	4	GEO 120	4
General Electives	6-10	General Electives	12-16
One year sequence in a foreign language	6		
<hr/> 66 hrs.		<hr/> 66 hrs.	

HEALTH AND PHYSICAL EDUCATION AREA OF EMPHASIS
University Parallel Major

Associate of Science Degree	
Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 202 or 203	3
Humanities Electives from ANT, ART, COM, or MUS	3
HIS 211, 212	6
BIO 141, 142	8
MAT 126 or higher	3-5
PED Activities	2
COM 101	3
CST 105 or higher	1-3
IDS 101	2
AREA OF EMPHASIS REQUIREMENTS	
HED 211, 212	6
PED 200, 241	6
PSY 131	3
EDU 111, 211	6
Elective from the following: HED 215, PED 207, 208, 211, 212	3
PED Activities	2
<hr/> 66-70 hrs.	

HISTORY AREA OF EMPHASIS
University Parallel Major

Associate of Arts Degree	
Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 202 or ENG 203	3
Humanities Elective from ART, COM, or MUS	3
HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8
MAT 126 or higher	3-5
PED Activities	2
COM 101	3
CST 105 or higher	1-3
IDS 101	2
AREA OF EMPHASIS REQUIREMENTS	
HIS 111, 112	6
Electives from ECO, GGY, PSY, or SOC	6
POL 111, 112	6
General Electives	0-2
One year sequence in a foreign language	6
<hr/>	
66 - 68 hrs.	

Associate of Science Degree	
Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 202 or ENG 203	3
Humanities Elective from ANT, ART, COM, or MUS	3
HIS 211, 212	6
One year sequence in BIO, CHE, PHY	8
MAT 126 or higher	3-5
PED Activities	2
COM 101	3
CST 105 or higher	1-3
IDS 101	2
AREA OF EMPHASIS REQUIREMENTS	
HIS 111, 112	6
Electives from ECO, GGY, PSY or SOC	6
POL 111, 112	6
General Electives	4-8
<hr/>	
66 hrs.	

INDUSTRIAL MANAGEMENT AREA OF EMPHASIS
University Parallel Major

Associate of Science Degree

Courses	Credit hrs.
ENG 101, 102	6
ENG 201	3
ENG 202 or 203	3
Humanities Elective from ANT, ART, COM, or MUS	3
HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8
MAT 151, 152	7
PED Activities	2
COM 101	3
*CST 115	3
IDS 101	2
AREA OF EMPHASIS REQUIREMENTS	
BUS 241	3
ECO 201, 202	6
ERG 101	3
IMT 115, 153, 183	9
General Electives	2
<hr/>	
69 hrs.	

*Keyboarding skills are required for CST 115. CST 100 or previous typing course is a prerequisite or co-requisite for CST 115.

INFORMATION SYSTEMS AREA OF EMPHASIS

University Parallel Major

Associate of Science Degree

Courses Credit hrs.

GENERAL EDUCATION

ENG 101, 102	.6
ENG 201	.3
ENG 202 or 203	.3
Humanities Elective from ANT, ART, COM, or MUS	.3
HIS 211, 212	.6
One year sequence in BIO, CHE, or PHY	.8
*MAT 131, 133	.6
PED Activities	.2
COM 101	.3
**CST 115	.3
IDS 101	.2

AREA OF EMPHASIS REQUIREMENTS

ACT 231, 232	.6
BUS 241	.3
CST 221	.4
ECO 201, 202	.6
General Electives	.3

67 hrs.

*Consult advisor concerning mathematics requirements at transferring institutions.

**Keyboarding skills are required for CST 115. CST 100 or previous typing course is a prerequisite or co-requisite for CST 115.

A related program in Computer Science is available in the University Parallel major.

INTERDISCIPLINARY STUDIES
(formerly Elementary Education and
Secondary Education)

ELEMENTARY EDUCATION:

Students who plan to transfer to a university and pursue licensure in elementary education should follow the Interdisciplinary Studies Area of Emphasis described on pages 82-85. Numerous curricular changes have been implemented in licensure requirements for teaching in the elementary grades in the state of Tennessee. The new policy requirements are applicable to the fall freshman class of 1990 and to any student who completes a baccalaureate degree in May 1994 or later. The curricular formats listed on pages 82-85 reflect the elementary education programs in effect at Middle Tennessee State University and Tennessee Technological University; students who plan to pursue licensure in Elementary Education at either of these two universities should follow the curriculum noted for the emphasis indicated. Students planning to transfer to other universities and pursue licensure in Elementary Education should conform their programs of study to curricula in effect at those institutions. Information is available in the office of the Associate Dean of Liberal Arts.

SECONDARY EDUCATION:

Students who plan to pursue licensure in Secondary education (grades 7-12) should follow the General Studies Area of Emphasis, page 79. The student should tailor courses as necessary to meet the requirements of the four-year institution he or she expects to attend. The student is encouraged to determine a certifiable area of interest and pursue appropriate courses in this field at Motlow State Community College. Information concerning certifiable areas is available in the office of the Associate Dean of Liberal Arts.

INTERDISCIPLINARY STUDIES AREA OF EMPHASIS
University Parallel Major

Associate of Science Degree

Early Childhood Education, Prekindergarten-3 Emphasis
Middle Tennessee State University

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	.6
ENG 201	.3
ENG 202 or 203	.3
ART 101 or MUS 105	.3
HIS 211, 212	.6
BIO 104, GEO 120, PHY 101	.12
MAT 123, 125	.6
PED Activities	.2
COM 101	.3
CST 105 or higher	.1-3
IDS 101	.2
AREA OF EMPHASIS REQUIREMENTS	
EDU 111, 211	.6
ART 104	.3
ART 111	.3
GGY 201	.3
HED 211	.3
SOC 220	.3
<hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 68-70 hrs.	

Associate of Science Degree

Elementary Education, K-4 Emphasis
Middle Tennessee State University

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	.6
ENG 201	.3
ENG 202 or 203	.3
ART 101 or MUS 105	.3
HIS 211, 212	.6
BIO 104, GEO 120, PHY 101	.12
MAT 123, 124	.6
PED Activities	.2
COM 101	.3
CST 105 or higher	.1-3
IDS 101	.2
AREA OF EMPHASIS REQUIREMENTS	
EDU 111, 211	.6
ART 104	.3
MUS 252	.3
Two courses from the following:	
GGY 201, HIS 281, or POL 112	.6
PED 241	.3
<hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 68-70 hrs.	

INTERDISCIPLINARY STUDIES (cont.)

Associate of Science Degree

Elementary Education, 5-8 Emphasis
Middle Tennessee State University

Courses Credit hrs.

GENERAL EDUCATION

Credit hrs.

ENG 101, 102	.6
ENG 201	.3
ENG 202 or 203	.3
ART 101 or MUS 105	.3
HIS 211, 212	.6
BIO 104, GEO 120, PHY 101	.12
MAT 123, 124	.6
PED Activities	.2
COM 101	.3
CST 105 or higher	1-3
IDS 101	.2

AREA OF EMPHASIS REQUIREMENTS

EDU 111, 211	.6
ART 104	.3
PED 241	.3
MUS 252	.3
HED 212 or 215	.3
General Electives	.3

68-70 hrs.

Associate of Science Degree

Elementary Education, K-8 Emphasis
Tennessee Technological University

Courses Credit hrs.

GENERAL EDUCATION

ENG 101, 102	.6
ENG 201	.3
ENG 202 or 203	.3
ART 101 or MUS 105	.3
HIS 211, 212	.6
BIO 104, GEO 120, PHY 101	.12
Two courses from the following:	
MAT 123, 124, or 126	.6
PED Activities	.2
COM 101	.3
CST 105 or higher	1-3
IDS 101	.2

AREA OF EMPHASIS REQUIREMENTS

EDU 111, 211	.6
PSY 131	.3
ANT 201	.3
PED 241	.3
HED 212	.3
General Electives	.3

68-70 hrs.

INTERDISCIPLINARY STUDIES (cont.)

Associate of Science Degree

Elementary Education, 1-8 Emphasis
Tennessee Technological University

Courses Credit hrs.

GENERAL EDUCATION

ENG 101, 102	6
ENG 201	3
ENG 202 or 203	3
ART 101 or MUS 105	3
HIS 211, 212	6
BIO 104, GEO 120, PHY 101	12
Two courses from the following:	
MAT 123, 124, or 126	8
PED Activities	2
COM 101	3
CST 105 or higher	1-3
IDS 101	2

AREA OF EMPHASIS REQUIREMENTS

EDU 111, 211	6
PED 241	3
GGY 201	3
HED 212	3
ANT 201	3
POL 111	3

68-70 hrs.

MATHEMATICS AREA OF EMPHASIS

University Parallel Major

Associate of Arts Degree

Associate of Science Degree

Courses Credit hrs.

Courses Credit hrs.

GENERAL EDUCATION

GENERAL EDUCATION

ENG 101, 102	6
ENG 201	3
ENG 202 or ENG 203	3
Humanities Elective from ART, COM, or MUS	3
HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8
*MAT 251	5
PED Activities	2
COM 101	3
**CST 140 or higher	4
IDS 101	2

ENG 101, 102	6
ENG 201	3
ENG 202 or ENG 203	3
Humanities Elective from ANT, ART, COM, or MUS	3
HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8
*MAT 251	5
PED Activities	2
COM 101	3
**CST 140 or higher	4
IDS 101	2

AREA OF EMPHASIS REQUIREMENTS

AREA OF EMPHASIS REQUIREMENTS

MAT 252, 253, 273	13
Elective form ART, COM, MUS	3
***General Electives	3
One year sequence in a foreign language	6

MAT 252, 253, 273	13
General Electives	9

70 hrs.

67 hrs.

*MAT 151 and MAT 152 are required courses for students lacking the background to start with MAT 251. This requirement will be verified by the mathematics faculty and the individual advisor.

**Keyboarding skills are required for CST 140. CST 100 or previous typing course is a prerequisite or co-requisite for CST 140.

***Suggested electives are MAT 155 and MAT 255.

PHYSICS AREA OF EMPHASIS
University Parallel Major

Associate of Arts Degree	
Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 202 or ENG 203	3
Humanities Electives from ART, COM, or MUS	3
HIS 211, 212	6
CHE 101, 102	8
*MAT 251	5
PED Activities	2
COM 101	3
**CST 115 or higher	3
IDS 101	2
AREA OF EMPHASIS REQUIREMENTS	
MAT 252, 253	10
PHY 231, 232	8
One year sequence in a foreign language	6
68 hrs.	

Associate of Science Degree	
Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 202 or ENG 203	3
Humanities Electives from ANT, ART, COM, or MUS	3
HIS 211, 212	6
CHE 101, 102	8
*MAT 251	5
PED Activities	2
COM 101	3
**CST 115 or higher	3
IDS 101	2
AREA OF EMPHASIS REQUIREMENTS	
MAT 252, 253, 273	13
PHY 231, 232	8
General Electives	3
68 hrs.	

*MAT 151 and 152 are required courses for students lacking the background to start with MAT 251. This requirement will be verified by the mathematics faculty and the individual advisor.

**Keyboarding skills are required for CST 115. CST 100 or previous typing course is a prerequisite or co-requisite for CST 115.

POLITICAL SCIENCE AREA OF EMPHASIS
University Parallel Major

Associate of Arts Degree	
Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 202 or ENG 203	3
Humanities Electives from ART, COM, or MUS	3
HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8
MAT 126 or higher	3-5
PED Activities	2
COM 101	3
CST 105 or higher	1-3
IDS 101	2
AREA OF EMPHASIS REQUIREMENTS	
POL 111, 112	6
Electives from ART, COM, or MUS	3
General Electives	7-11
One year sequence in a foreign language	6
66 hrs.	

Associate of Science Degree	
Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 202 or ENG 203	3
Humanities Elective from ANT, ART, COM, or MUS	3
HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8
MAT 126 or higher	3-5
PED Activities	2
COM 101	3
CST 105 or higher	1-3
IDS 101	2
AREA OF EMPHASIS REQUIREMENTS	
HIS 111, 112	6
POL 111, 112	6
General Electives	10-14
66 hrs.	

PRE-DENTAL AREA OF EMPHASIS
University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
GENERAL EDUCATION		GENERAL EDUCATION	
ENG 101, 102	6	ENG 101, 102	6
ENG 201	3	ENG 201	3
ENG 202 or ENG 203	3	ENG 202 or ENG 203	3
Humanities Electives from ART, COM, or MUS	3	Humanities Elective from ANT, ART, COM, or MUS	3
HIS 211, 212	6	HIS 211, 212	6
BIO 141, 142	8	BIO, 141, 142	8
*MAT 251	5	*MAT 251	5
PED Activities	2	PED Activities	2
COM 101	3	COM 101	3
**CST 115 or higher	3	**CST 115 or higher	3
IDS 101	2	IDS 101	2
AREA OF EMPHASIS REQUIREMENTS		AREA OF EMPHASIS REQUIREMENTS	
CHE 101, 102	8	CHE 101, 102	8
BIO 231	3	CHE 231, 232	8
PHY 211, 212	8	BIO 231	3
One year sequence in a foreign language	6	PHY 211, 212	8
	<u>69 hrs.</u>		<u>71 hrs.</u>

*MAT 151 and 152 are required for students lacking the background to start with MAT 251. This requirement will be verified by the mathematics faculty and the individual advisor.

**Keyboarding skills are required for CST 115. CST 100 or previous typing course is a prerequisite or co-requisite for CST 115.

NOTE: Students planning to major in any dental program upon transfer should plan carefully with their advisors for appropriate selection of courses.

PRE-ENGINEERING AREA OF EMPHASIS
University Parallel Major

Associate of Science Degree			
Track 1 Board of Regents System		Track 2 UT System	
Courses	Credit hrs.	Courses	Credit hrs.
GENERAL EDUCATION		GENERAL EDUCATION	
ENG 101, 102	6	ENG 101, 102	6
ENG 201	3	ENG 201	3
ENG 202 or ENG 203	3	ENG 202 or ENG 203	3
ART 101 or MUS 105	3	ART 101 or MUS 105	3
HIS 211, 212	6	CHE 101, 102	8
CHE 101	4	*MAT 251	5
PHY 231, 232	8	COM 101	3
*MAT 251	5	CST 132	3
PED Activities	2		
COM 101	3		
CST 132	3		
AREA OF EMPHASIS REQUIREMENTS		AREA OF EMPHASIS REQUIREMENTS	
ERG 101, 201, 252, 253	12	ERG 101, 111, 112, 201, 225, 231	20
MAT 252, 253, 273	13	MAT 252, 253, 273	13
	<u>***71 hrs.</u>	**PHY 232	4
			<u>71 hrs.</u>

*MAT 151 and 152 are required for courses for students lacking the background to start with MAT 251. This requirement will be verified by the mathematics faculty and the individual advisor.

**ERG 111 meets the requirements of PHY 231 as prerequisite for PHY 232 only in Track 2.

***Students pursuing an engineering degree from an Accreditation Board for Engineering Technology (ABET) accredited program should take ERG 225 and CHE 102 in addition to the above-listed courses.

PRE-LAW AREA OF EMPHASIS
University Parallel Major

Associate of Arts Degree	
Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 202 or ENG 203	3
Humanities Electives from ART, COM, or MUS	3
HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8
MAT 126 or higher	3-5
PED Activities	2
COM 101	3
CST 105 or higher	1-3
IDS 101	2
AREA OF EMPHASIS REQUIREMENTS	
ECO 201, 202	6
POL 111, 112	6
General Electives	4-8
One year sequence in a foreign language	6
	<u>66 hrs.</u>

Associate of Science Degree	
Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 202 or ENG 203	3
Humanities Electives from ART, COM, or MUS	3
HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8
MAT 126 or higher	3-5
PED Activities	2
COM 101	3
CST 105 or higher	1-3
IDS 101	2
AREA OF EMPHASIS REQUIREMENTS	
ECO 201, 202	6
POL 111, 112	6
PSY and/or SOC Electives	6
General Electives	4-8
	<u>66 hrs.</u>

PRE-MEDICAL AREA OF EMPHASIS
University Parallel Major

Associate of Arts Degree	
Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 202 or ENG 203	3
Humanities Electives from ART, COM, MUS	3
HIS 211, 212	6
BIO 141, 142	8
*MAT 251	5
PED Activities	2
COM 101	3
**CST 115 or higher	3
IDS 101	2
AREA OF EMPHASIS REQUIREMENTS	
CHE 101, 102	8
BIO 231	3
PHY 211, 212	8
One year sequence in a foreign language	6
	<u>69 hrs.</u>

Associate of Science Degree	
Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 202 or ENG 203	3
Humanities Electives from ANT, ART, COM, MUS	3
HIS 211, 212	6
BIO 141, 142	8
*MAT 251	5
PED Activities	2
COM 101	3
**CST 115 or higher	3
IDS 101	2
AREA OF EMPHASIS REQUIREMENTS	
CHE 101, 102	8
CHE 231, 232	8
BIO 231	3
PHY 211, 212	8
	<u>71 hrs.</u>

*MAT 151 and 152 are required for students lacking the background to start with MAT 251. This requirement will be verified by the mathematics faculty and the individual advisor.

**Keyboarding skills are required for CST 115. CST 100 or previous typing course is a prerequisite or co-requisite for CST 115.

NOTE: Students planning to major in any medical program upon transfer should plan carefully with their advisors for appropriate selection of courses.

PRE-NURSING AREA OF EMPHASIS
University Parallel Major

Associate of Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 202, or 203	3
Humanities Elective from ANT, ART, COM, or MUS	3
HIS 211, 212	6
BIO 141 and CHE 101	8
MAT 151	4
PED Activities	2
COM 101	3
*CST 115	3
IDS 101	2
AREA OF EMPHASIS REQUIREMENTS	
BIO 231, 271, 272	11
BUS 241	3
PSY 131 and PSY 132 or PSY 212	6
SOC 211, 212	6
	<hr/> 69 hrs.

*Keyboarding skills are required for CST 115. CST 100 or previous typing course is a prerequisite or co-requisite for CST 115.

Entrance requirements vary among different schools and colleges of nursing. While this program will meet the admission requirements of many schools, additional courses may be necessary for admission to others. Each student should contact the nursing school of choice for specific entrance requirements early in the college career.

Motlow also offers a two-year nursing major. To make sure you are following the correct program check with your advisor or see Nursing Major, pages 93-95.

PRE-OPTOMETRY AREA OF EMPHASIS
University Parallel Major

Associate of Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 202 or 203	3
Humanities Elective from ANT, ART, COM, or MUS	3
HIS 211, 212	6
BIO 141, 142	8
*MAT 251	5
PED Activities	2
COM 101	3
**CST 115 or higher	3
IDS 101	2
AREA OF EMPHASIS REQUIREMENTS	
BIO 231	3
CHE 101, 102, 231, 232	16
PHY 211, 212	8
	<hr/> 71 hrs.

*MAT 151 and MAT 152 are required for students lacking the background to start with MAT 251. This requirement will be verified by the mathematics faculty and the individual advisor.

**Keyboarding skills are required for CST 115. CST 100 or previous typing course is a prerequisite or co-requisite for CST 115.

Entrance requirements vary widely among different schools and college of optometry. While this program will meet the admission requirements of many schools, additional courses may be necessary for admission to others. Each student should contact the optometry school of choice for specific entrance requirements early in the college career and plan carefully with the advisor for appropriate selection of courses.

PRE-PHARMACY AREA OF EMPHASIS
 University Parallel Major
 Associate of Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 202, or 203	3
Humanities Elective from ANT, ART, COM, or MUS	3
HIS 211, 212	6
BIO 141, 142	8
*MAT 251	5
PED Activities	2
COM 101	3
**CST 115 or higher	3
IDS 101	2
AREA OF EMPHASIS REQUIREMENTS	
ACT 231	3
CHE 101, 102, 231, 232	16
PHY 211, 212	8
<hr style="width: 10%; margin-left: auto; margin-right: 0;"/> 71 hrs.	

*MAT 151 and MAT 152 are required for students lacking the background to start with MAT 251. This requirement will be verified by the mathematics faculty and the individual advisor.

**Keyboarding skills are required for CST 115. CST 100 or previous typing course is a prerequisite or co-requisite for CST 115.

NOTE: Students planning to major in any pharmacy program upon transfer should plan carefully with their advisors for appropriate selection of courses.

PRE-VETERINARY MEDICINE AREA OF EMPHASIS
 University Parallel Major
 Associate of Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 202, or 203	3
Humanities Elective from ANT, ART, COM, or MUS	3
HIS 211, 212	6
BIO 141, 142	8
MAT 131, 133	6
PED Activities	2
COM 101	3
*CST 115 or higher	3
IDS 101	2
AREA OF EMPHASIS REQUIREMENTS	
AGR 101, 102	6
CHE 101, 102	8
PHY 211, 212	8
<hr style="width: 10%; margin-left: auto; margin-right: 0;"/> 67 hrs.	

*Keyboarding skills are required for CST 115. CST 100 or previous typing course is a prerequisite or co-requisite for CST 115.

After completion of the Associate of Science Degree with an option in pre-veterinary medicine, the student will transfer to a four-year institution to complete other requirements. Competition for admission to veterinary school is intense because more students generally apply than can be accepted. Students are advised to consider possible career alternatives in selection of their program after completion of the Associate of Science Degree. The Associate of Science Degree is designed to permit students to work toward the normal entry requirements for veterinary school yet maintain the recommended career flexibility in a variety of agriculture and other baccalaureate degree programs.

PSYCHOLOGY AREA OF EMPHASIS
University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
GENERAL EDUCATION		GENERAL EDUCATION	
ENG 101, 102	6	ENG 101, 102	6
ENG 201	3	ENG 201	3
ENG 202 or ENG 203	3	ENG 202 or ENG 203	3
Humanities Electives from ART, COM, or MUS	3	Humanities Electives from ANT, ART, COM, or MUS	3
HIS 211, 212	6	HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8	One year sequence in BIO, CHE, or PHY	8
MAT 131 or higher	3-5	MAT 131 or higher	3-5
PED Activities	2	PED Activities	2
COM 101	3	COM 101	3
CST 105 or higher	1-3	CST 105 or higher	1-3
IDS 101	2	IDS 101	2
AREA OF EMPHASIS REQUIREMENTS		AREA OF EMPHASIS REQUIREMENTS	
PSY 131, 132, 212, 290	12	PSY 131, 132, 212, 290	12
Electives from ART, COM, MUS	3	General Electives	10-14
General Electives	1-5		
One year sequence in a foreign language	6		
	66 hrs.		66 hrs.

RECREATION AREA OF EMPHASIS
University Parallel Major

Associate of Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 202 or 203	3
Humanities Elective from ANT, ART, COM, or MUS	3
HIS 211, 212	6
BIO 141, 142	8
MAT 128 or higher	3-5
PED Activities	2
COM 101	3
CST 105 or higher	1-3
IDS 101	2
AREA OF EMPHASIS REQUIREMENTS	
HED 211, 212	6
PED 200, 211, 212	9
PED Activities	2
General Electives	5-9
	66 hrs.

SECONDARY EDUCATION AREA OF EMPHASIS
University Parallel Major
(See Interdisciplinary Studies, page 82 and
General Studies Area of Emphasis, page 79)

SOCIAL SCIENCE AREA OF EMPHASIS
University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
GENERAL EDUCATION		GENERAL EDUCATION	
ENG 101, 102	6	ENG 101, 102	6
ENG 201	3	ENG 201	3
ENG 202 or ENG 203	3	ENG 202 or ENG 203	3
Humanities Elective from ART, COM, or MUS	3	Humanities Elective from ANT, ART, COM, or MUS	3
HIS 211, 212	6	HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8	One year sequence in BIO, CHE, or PHY	8
MAT 126 or higher	3-5	MAT 126 or higher	3-5
PED Activities	2	PED Activities	2
COM 101	3	COM 101	3
CST 105 or higher	1-3	CST 105 or higher	1-3
IDS 101	2	IDS 101	2
AREA OF EMPHASIS REQUIREMENTS		AREA OF EMPHASIS REQUIREMENTS	
Three of the following 6-hour sequences	18	Three of the following 6-hour sequences	18
ECO 201, 202; POL 111, 112; PSY 131, 132; SOC 211, 212		ECO 201, 202; POL 111, 112; PSY 131, 132; SOC 211, 212	
General Electives	0-2	General Electives	4-8
One year sequence in a foreign language	6		
	66-68 hrs.		66 hrs.

SOCIAL WORK AREA OF EMPHASIS
University Parallel Major

Associate of Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 202 or 203	3
Humanities Elective from ANT, ART, COM, or MUS	3
HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8
MAT 126 or higher	3-5
PED Activities	2
COM 101	3
CST 105 or higher	1-3
IDS 101	2
AREA OF EMPHASIS REQUIREMENTS	
PSY 131, 132, 212	9
SOC 211, 212, 220	9
HED 215	3
General Electives	1-5
	66 hrs.

SOCIOLOGY AREA OF EMPHASIS
University Parallel Major

Associate of Arts Degree	
Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 202 or ENG 203	3
Humanities Elective from ART, COM, or MUS	3
HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8
MAT 126 or higher	3-5
PED Activities	2
COM 101	3
CST 105 or higher	1-3
IDS 101	2
AREA OF EMPHASIS REQUIREMENTS	
SOC 211, 212, 220	9
PSY 131, 132	6
General Electives	1-5
One year sequence in a foreign language	6
<hr/>	
66 hrs.	

Associate of Science Degree	
Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 202 or ENG 203	3
Humanities Elective from ANT, ART, COM, or MUS	3
HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8
MAT 126 or higher	3-5
PED Activities	2
COM 101	3
CST 105 or higher	1-3
IDS 101	2
AREA OF EMPHASIS REQUIREMENTS	
SOC 211, 212, 220	9
PSY 131, 132	6
General Electives	7-11
<hr/>	
66 hrs.	

BUSINESS TECHNOLOGY MAJOR

Motlow State Community College offers a Business Technology major with the following concentrations: Accounting, Banking and Finance, Business Computer Applications, Business Management, and Real Estate. This major prepares students for a variety of positions in the broad field of business. The Accounting concentration prepares students in a broad range of accounting fields, including accounting systems, record keeping, financial statements, tax accounting, budgeting, and other accounting areas. The Banking and Finance concentration prepares students for career entry in the field of banking and finance. The Business Computer Applications concentration prepares students for a variety of positions in the field of business data processing. The Business Management concentration provides students with a broad academic foundation for mid-management and junior level positions in business administration. The Real Estate concentration provides knowledge of the total operation of a real estate business.

The major core curriculum is designed to promote development of the following competencies.

- * an understanding of fundamental business concepts and terminology
- * an understanding of fundamental management concepts and human resources utilization
- * an understanding of the accounting system applicable to business ownerships
- * an understanding of fundamental macroeconomics, microeconomics, and economic applications
- * an understanding of computer hardware and software applications
- * the ability to apply mathematical concepts for business-related problem solving and analysis and presentation of data
- * an understanding of principles of written business communications applying standard rules
- * an understanding of the legal aspects of a business environment

These two-year programs are for the student who does not intend to transfer to a four-year institution. The Associate of Applied Science Degree is awarded.

ACCOUNTING CONCENTRATION
Business Technology Major

Associate of Applied Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
COM 101	3
ECO 201, 202	6
MAT 122, 131	6
*CST 115	3
IDS 101	2
CONCENTRATION REQUIREMENTS	
ACT 231, 232	6
ACT 241	3
ACT 251, 252	6
ACT 261, 281, 291	9
BUS 121, 222, 271	9
BUS 261	3
CST 125	3
General Electives	3
<hr style="width: 10%; margin-left: auto; margin-right: 0;"/>	
68 hrs.	

*Keyboarding skills are required for CST 115. CST 100 or previous typing course is a prerequisite or co-requisite for CST 115.

Motlow also offers a university parallel major with this area of emphasis. To make sure you are following the correct program check with your advisor or see the accounting area of emphasis in the university parallel major.

BANKING AND FINANCE CONCENTRATION
Business Technology Major

Associate of Applied Science Degree

This career program will introduce persons to the field of banking and finance. It will also enable banking personnel to get American Institute of Banking certificates of achievement along with college credit. This program is designed for the student who does not intend to transfer to a four-year institution.

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
COM 101	3
ECO 201, 202	6
MAT 122, 131	6
*CST 115	3
IDS 101	2
CONCENTRATION REQUIREMENTS	
ACT 231, 232	6
BNK 111, 122, 222, 270	12
BUS 121, 222	6
BUS 241, 261, 271	9
Electives from the following:	
BNK 112, 118, 120, 142, 213, 242, 253, 261, 262	6
General Electives	3
<hr style="width: 10%; margin-left: auto; margin-right: 0;"/>	
68 hrs.	

*Keyboarding skills are required for CST 115. CST 100 or previous typing course is a prerequisite or co-requisite for CST 115.

BUSINESS COMPUTER APPLICATIONS CONCENTRATION

Business Technology Major

Associate of Applied Science Degree

This career program will introduce students to the field of business data processing. Students will gain proficiency in software applications in the field of business data processing as well as business-related programming languages. This program is designed for the student who does not intend to transfer to a four-year institution.

Courses	Credit hrs.
ENG 101, 102	6
COM 101	3
ECO 201, 202	6
MAT 131, 133	6
*CST 115	3
IDS 101	2

CONCENTRATION REQUIREMENTS

ACT 231, 291	6
BUS 121, 222, 261	9
CST 124, 125, 126	9
CST 140, 161	7
CST 165, 210, 261	9
**General Electives	3

 69 hrs.

*Keyboarding skills are required for CST 115. CST 100 or a previous typing course is a prerequisite or co-requisite for CST 115.

**Recommended elective: ACT 232

Motlow also offers a university parallel major related to this concentration. To make sure you are following the correct program, check with your advisor or see the Information Systems or Computer Science areas of emphases in the university parallel major.

Motlow also offers a short-term certificate of credit in this area. The student seeking less than an associate's degree should check with a faculty advisor and refer to the Microcomputer Software Applications certificate of credit program. Credits earned in this program are acceptable toward the associate degree.

BUSINESS MANAGEMENT CONCENTRATION

Business Technology Major

Associate of Applied Science Degree

This career program will provide a broad academic foundation in business and will prepare for mid-management and junior level positions in business administration. Graduates will be able to perform in areas of business, limited accounting, computers, supervision, and general sales. This program is designed for the student who does not intend to transfer to a four-year institution.

Courses	Credit hrs.
ENG 101, 102	6
COM 101	3
ECO 201, 202	6
MAT 122, 131	6
*CST 115	3
IDS 101	2

CONCENTRATION REQUIREMENTS

ACT 231, 232, 291	9
BUS 121, 222	6
BUS 241, 261, 271, 275	12
BUS 291 or MKT 285	3
CST 125, 126	6
MKT 281	3
General Electives	3

68 hrs.

*Keyboarding skills are required for CST 115. CST 100 or previous typing course is a prerequisite or co-requisite for CST 115.

Motlow also offers a university parallel major related to this area of emphasis. To make sure you are following the correct program, check with your advisor or see the business administration area of emphasis in the university parallel major.

REAL ESTATE CONCENTRATION
Business Technology Major

Associate of Applied Science Degree

This career program is designed to assist the student in becoming knowledgeable in the total operation of a real estate business and to provide preparation for the Tennessee Real Estate Licensing Examinations. Students not desiring to pursue the Associate of Applied Science Degree may register for real estate courses to satisfy the requirements established by the Tennessee Real Estate Commission for licensure. This program is designed for the student who does not intend to transfer to a four-year institution.

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 1026
COM 1013
ECO 201, 2026
MAT 122, 1316
*CST 1153
IDS 1012
CONCENTRATION	
ACT 231, 2326
BNK 1223
BUS 121, 222, 2619
MKT 283, 2856
RES 201, 211, 223, 24311
General Electives6
	67 hrs.

*Keyboarding skills are required for CST 115. CST 100 or previous typing course is a prerequisite or co-requisite for CST 115.

GENERAL TECHNOLOGY MAJOR
Associate of Applied Science Degree

Motlow State Community College offers the General Technology major, which is designed for the student interested in a position as a technician in a technical field. Five concentrations are offered to meet the needs of different students: Computer Aided Design (CAD), Computer Aided Manufacturing (CAM), Electronics, Industrial Computer Applications, and Applied Technical Studies. The curriculum is designed to give the student a general education base to support the technological training necessary for employment in today's automated environment. The technology courses emphasize practical experience to prepare for a role of technician.

The curriculum for the Electronics, CAD, CAM, and Industrial Computer Applications Concentrations is designed to promote development of the following competencies:

- * the ability to use mathematics and communication skills in engineering and manufacturing application
- * the ability to apply fundamental principles of physics
- * an understanding of fundamental computer concepts, technology, and processes
- * an understanding of graphical communication and visualization including use of a state-of-the-art computer-aided design and engineering system
- * an understanding of circuitry, robotics, and computer-aided manufacturing methods
- * an understanding of industrial processes, principles, and methods used in today's work environment

The curriculum for the Applied Technical Studies Concentration is designed for the student who anticipates earning college credit for demonstrated competency of skills acquired through an area vocational/technical school (AVTS) diploma program or comparable industry training. The concentration is designed to meet the following objectives:

- * to recognize students' prior learning experiences and competencies, thus avoiding unnecessary duplication of training or cost to the student and cost to the state
- * to expand opportunities for job mobility and promotion for students
- * to increase students' ability to use technology effectively and responsibly
- * to increase students' ability to communicate information effectively through reading, writing, speaking, and listening
- * to develop students' ability to solve problems through reasoning, information retrieval, and productive teamwork
- * to help students understand that education is a life-long process.

The two-year program is designed for the student who does not intend to transfer to a four-year institution. The Associate of Applied Science Degree is awarded.

Motlow also offers a university parallel major in the Pre-engineering, Industrial Management, and Computer Science areas of emphasis. To make sure you are following the correct program, check with your advisor or see the appropriate area of emphasis in the university parallel major.

COMPUTER AIDED DESIGN CONCENTRATION
General Technology Major

Associate of Applied Science Degree

This career option provides the student with the foundation for work as a beginning engineering aide. The Computer Aided Design (CAD) concentration is for students interested in the design phase of product development. The two-year program is designed for the student who does not intend to transfer to a four-year institution. The Associate of Applied Science degree is awarded.

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 1026
COM 1013
ECO 201 or PSY 1103
MAT 1213
*CST 1153
IDS 1012
PHY 211, 2128

CONCENTRATION REQUIREMENTS

IMT 190 or BUS 2223
ERG 101, 181, 201, 20215
IAT 1143
IAT 204, 2057
Technical Electives from ERG, IAT, or IMT9
General Electives3

68 hrs.

*Keyboarding skills are required for CST 115. CST 100 or previous typing course is a prerequisite or co-requisite for CST 115.

Motlow also offers a university parallel major in the Pre-engineering, Industrial Management, and Computer Science areas of emphasis. To make sure you are following the correct program, check with your advisor or see the appropriate area of emphasis in the university parallel major.

COMPUTER AIDED MANUFACTURING CONCENTRATION
General Technology Major

Associate of Applied Science Degree

This career program provides the student with the foundation for a technician position in a modern factory environment where Computer Aided Manufacturing (CAM) is utilized. The Computer Aided Manufacturing concentration is for students interested primarily in the manufacturing phase of product development. The two-year program is designed for the student who does not intend to transfer to a four-year institution. The Associate of Applied Science degree is awarded.

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
COM 101	3
ECO 201 or PSY 110	3
MAT 121	3
*CST 115	3
IDS 101	2
PHY 211, 212	8

CONCENTRATION REQUIREMENTS

IMT 190 or BUS 222	3
ERG 101, 181, 201	11
IAT 114	3
IAT 204, 205, 210	11
IMT 115, 250	7
General Electives	5

68 hrs.

*Keyboarding skills are required for CST 115. CST 100 or previous typing course is a prerequisite or co-requisite for CST 115.

Motlow also offers a university parallel major in the Pre-engineering, Industrial Management, and Computer Science areas of emphasis. To make sure you are following the correct program, check with your advisor or see the appropriate area of emphasis in the university parallel major.

ELECTRONICS CONCENTRATION
General Technology Major

Associate of Applied Science Degree

This career program provides the student with the technological training necessary to work as an electronics technician or engineering aide. The Electronics concentration includes practical experience in electronics troubleshooting with the necessary theory of electronic circuits. The two-year program is designed for the student who does not intend to transfer to a four-year institution. The Associate of Applied Science degree is awarded.

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
COM 101	3
ECO 201 or PSY 110	3
MAT 121	3
*CST 115	3
IDS 101	2
PHY 211, 212	8
CONCENTRATION REQUIREMENTS	
IMT 190 or BUS 222	3
ERG 101	3
ERG 180	3
ERG 181, 182, 281	15
IAT 210, 215	6
Technical Electives from ERG, IAT, or IMT	7
General Electives	3
<hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 68 hrs.	

*Keyboarding skills are required for CST 115. CST 100 or previous typing course is a prerequisite or co-requisite for CST 115.

Motlow also offers a university parallel major in the Pre-engineering areas of emphasis. To make sure you are following the correct program, check with your advisor or see the appropriate area of emphasis in the university parallel major.

Motlow also offers a short-term certificate of credit in this area. The student seeking less than an associate's degree should check with a faculty advisor and refer to the Electronics certificate of credit program. Credits earned in this program are acceptable toward the associate degree.

INDUSTRIAL COMPUTER APPLICATIONS CONCENTRATION
General Technology Major

Associate of Applied Science Degree

This career program provides the student with the technological training to work as a computer technician in an industrial environment. The Industrial Computer Applications concentration is for students interested in manufacturing, engineering, and scientific applications in data processing. The two-year program is designed for the student who does not intend to transfer to a four-year institution. The Associate of Applied Science degree is awarded.

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
COM 101	3
ECO 201 or PSY 110	3
MAT 151, 152	7
*CST 115	3
IDS 101	2
PHY 211, 212	8
CONCENTRATION REQUIREMENTS	
IMT 190 or BUS 222	3
CST 132, 140	7
CST 240, 245	6
CST 250	3
ERG 101, 201	6
MAT 251	5
Technical Electives from CST, ERG, or IAT	3
General Electives	3
<hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 68 hrs.	

*Keyboarding skills are required for this course. CST 100 or previous typing course is a prerequisite or co-requisite for CST 115.

Motlow also offers a university parallel major in the Computer Science area of emphasis. To make sure you are following the correct program, check with your advisor or see the Computer Science area of emphasis in the university parallel major.

APPLIED TECHNICAL STUDIES CONCENTRATION
 General Technology Major
 Associate of Applied Science Degree

This career option provides the student with the opportunity to earn college credit for validated competencies acquired through an area vocational/technical school (AVTS) diploma program or comparable industry training. Students may seek college credit for prior learning after completing the following diploma programs at the Shelbyville, Murfreesboro, McMinnville, or any other Tennessee AVTS:

- Heat, Air Conditioning/Refrigeration
- Automotive Mechanics
- Industrial Electronics
- Electrical/Electrical Equipment Repair
- Machine Tool/Machine Shop
- Industrial Machinery Maintenance
- Business and Office

Students seeking to articulate credit for prior learning must satisfy the following requirements:

1. The student must meet all regular admission requirements of Motlow State Community College as described in the Motlow Catalog/Student Handbook.
2. The student who is admitted to degree admission status must meet Academic Assessment and Placement Program (AAPP) requirements. Students will be required to complete all remedial and developmental courses as indicated by the AAPP.
3. The student pursuing articulated credit in this concentration must have demonstrated competency by scoring no lower than one standard deviation below the national mean on the Occupational Competency Achievement Test (SOCAT) in the occupational area for which the student is requesting credit. The SOCAT is administered by the AVTS.
4. The student must successfully complete 15 semester hours of credit in the Applied Technical Studies Concentration at Motlow State Community College (excluding remedial/developmental hours which earn institutional credit and may not be used to meet any degree requirements) before the 28 semester hours of validated credit can be awarded. The credit awarded for articulated competency will be designated on the transcript but will not count in the calculation of the student's grade point average.
5. A student successfully completing a diploma program at an AVTS who wishes to enter the A.A.S. degree program at Motlow majoring in General Technology with the Applied Technical Studies Concentration must do so within five (5) years of completing the diploma program.

The Associate of Applied Science degree is awarded.

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
COM 101	3
ECO 201 or PSY 110	3
*MAT 121 or MAT 122	3
**CST 115	3
IDS 101	2
IMT 190 or BUS 222	3
One of the following:	
BIO 104, BIO 141, CHE 101, or PHY 211	4
CONCENTRATION REQUIREMENTS	
Applied Technical Studies Credit	28
*Technical Electives from CST, ERG, IMT, OST, or IAT	13
	68 hrs.

*Students articulating credit from business and office programs should take MAT 122 and technical electives from CST or OST. Students articulating credit from any other technical area should take MAT 121 and technical electives from CST, ERG, IAT, or IMT. Students must see an advisor to select the appropriate mathematics course and technical electives to correspond with the earned credit being articulated.

**Keyboarding skills are required for this course. CST 100 or previous typing course is a prerequisite or co-requisite for CST 115.

NURSING MAJOR

The philosophy of nursing education provides a balanced program of general and specialized learning which enables students to safely perform a variety of nursing skills based on scientific knowledge and to direct ancillary workers giving bedside patient care. The purpose is to assist the student in developing the technical and intellectual competencies which enable capable functioning as a graduate associate degree nurse with a commitment to maintaining this competency through continuing education. The Associate of Applied Science degree is awarded.

The curriculum is designed to promote development of the following competencies as defined by the NLN-Council for Associate Degree Programs, 1990.

- * provides nursing care using the nursing process, communication techniques, and health teaching information to formulate and maintain individualized client care plans.
- * manages nursing care based on the nursing process, in acute and long-term care settings where policies and procedures are specified and guidance is available.
- * practices as a technical registered nurse within the ethical and legal framework of the nursing profession and is accountable for his/her own actions.

The department of nursing functions within the general policies, purposes, and standards of Motlow State Community College and is especially concerned with providing flexibility to meet the changing educational and health needs of the community. The curriculum includes planned learning experiences organized around common recurring nursing problems. Emphasized are appropriate nursing interventions related to the patient's reactions to physiological, psychosocial, and environmental changes. All clinical periods are planned by the college faculty who select, guide, and influence the learning experiences of the student. Laboratory facilities are utilized in the college classrooms, area hospitals and extended care facilities, various health and community agencies in the eleven county service area.

Prospective applicants must meet admission requirements to the College, have a nursing application on file by February 1 of each year, and write the Psychological Corporation Entrance Examination for Schools of Nursing in March. If the Track A fall nursing class is not filled following the March entrance examination, the examination may be rescheduled in August. Track options for possible entry into the nursing program are Track A and the Extended Study Track. Final acceptance of applicants is based on college and nursing program entrance requirements, which include reviews of AAPP scores, entrance examination scores, high school and college transcripts and application information; completion of BIO 141 at the college level; cumulative 2.0 grade point average; satisfactory physical examination; and proof of CPR Certification for health care providers. Students with criminal records may upon graduation from the nursing program, be ineligible to write the NCLEX-RN (formerly State Boards) per requirements of the Tennessee State Board of Nursing.

Because the College seeks to provide a reasonably safe and legal environment for nursing students, nursing faculty, and for the patients entrusted to their care, a student may be required, during the course of the program, to demonstrate his/her physical and/or emotional fitness to meet the requirements of the course. Such essential requirements may include freedom from communicable diseases, the ability to perform certain physical tasks, and suitable emotional fitness. The nursing faculty reserves the right to ask a nursing student to submit to physical and/or psychological testing or counseling if deemed necessary. Any appraisal measures used to determine such physical and/or emotional fitness will be in compliance with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, so as not to discriminate against any individual on the basis of handicap.

Transfer students from other Registered Nurse programs must meet Motlow transfer requirements and readmission criteria for the nursing program as stated on the next page. Licensed Practical Nurses with five-year currency on licensure or transfer students from other Registered Nurse programs in which the nursing courses are two years old or less may apply to challenge NET 141 Nursing Care I and NET 142 Nursing Care II. Applicants desiring to challenge these courses must notify the Director of Nursing Education prior to June 15 of the entry year. The challenge procedure is outlined on page 101.

Acceptance to Motlow State Community College does not guarantee admittance to the nursing program. Applicants accepted by the nursing program must also meet admission criteria of Motlow State Community College. Denial of acceptance to the nursing program does not nullify acceptance to the college, but denial of acceptance to the college does nullify acceptance to the nursing program.

Students may anticipate the following approximate costs in addition to college requirements:

Entrance Exam Fee	\$20.00
Uniform and supplies (purchased from the bookstore prior to first fall semester)	\$65.00 - \$85.00
Face shield and frames (purchased from the bookstore prior to first fall semester)	\$5.00 - \$16.00
Professional Liability Insurance (per year)	\$35.00
Accident/Hospital Insurance (available from college per year)	\$243.00
Student may submit proof of company or personal policy.	
Textbooks: (minimum)	
First year	\$400.00
Second year	\$200.00
Nursing lab fee (per lab section)	\$8.00
NCLEX-RN fees (last semester)	\$120.00
Nursing Pin (last semester)	\$60.00 - \$150.00

102 ACADEMIC AFFAIRS

A cumulative grade point average of 2.00 (C) must be achieved in all courses attempted. In addition, the student must make no grade less than "C" in any required nursing, biology, or math course. Satisfactory performance in both theory and clinical components of each course is required for the student to be eligible for succeeding nursing courses. The prescribed pattern of nursing courses must be followed in the sequence outlined by the curriculum. Students who withdraw from the Track A sequence may apply for readmission if desired. Eligibility for readmission will be based on space available in clinical laboratory groups, cumulative grade point average at time of readmission, rationale for withdrawal, and the amount of time elapsed since withdrawal. Readmission students will be required to satisfactorily demonstrate clinical skills from previously completed courses. Students failing any nursing course twice or two separate nursing courses are ineligible for readmission for a period of 24 months. Students requesting readmission after that time will be screened by the full nursing faculty and officials of the college. Students desiring transfer to the Motlow nursing program from other nursing schools will be subject to these same readmission criteria and may be asked to demonstrate and/or remediate proficiency in clinical skills learned in the previous school. Transfer or readmission students who wish to enter the nursing program must have a two-year currency in nursing courses, and it is recommended that required mathematics and natural science courses have been taken in the past five years.

Students are required to take the National League for Nursing achievement tests and general education assessment tests at selected points in the nursing sequence. Upon completion of the program, graduates who are eligible, per criteria of the Tennessee Board of Nursing, may write the National Council Licensing Examination (NCLEX-RN), formerly titled State Board Test Pool Examination, for licensure as a Registered Nurse. Eligibility is based upon graduation from an approved nursing school, payment of required fees, satisfactory completion of required application forms, and no evidence of reasons (for example, a criminal record) for the Board of Nursing to refuse to allow writing of the exam.

Students enrolled in the Extended Study Track or in the second year of the nursing program may need additional courses to complete a full load. The following are recommended enrichment courses to the required nursing courses.

BIO 142	General Biology II
BUS 291	Career Preparation
CHE 101	General Chemistry I
COM 101	Fundamentals of Speech
EDU 211	Psychology of Human Development
HED 212	First Aid and Safety
HED 215	Community Health
IMT 190	Technical Writing
MAT 126 <u>or</u>	Contemporary Mathematics
MAT 131 and 132 <u>or</u>	Finite Math I and Calculus for Business Applications
MAT 151	College Algebra
PSY 132	General Psychology II
PSY 212	Child Psychology
SOC	Any courses not used as an elective

Curriculum requirements for the nursing major, Track A, and the Extended Study Track are described on page 103.

CAREER MOBILITY TRANSITION/CHALLENGE PROGRAM -- Nursing Courses

Licensed Practical Nurses with three-year currency on licensure or transfer students from other Registered Nurse programs having nursing courses which are not more than two years old may apply for the transition/challenge program. The courses scheduled in the transition/challenge program are NET 141 Nursing Care I and NET 142 Nursing Care II. NET 140 Role of the Associate Degree Nurse, may not be challenged. Applicants desiring to advanced placement in the Nursing program must notify the Director of Nursing Education in writing prior to June 15 of the entry year. The transition/challenge program will be explained during New Nursing Student orientation in the summer or upon application to the nursing program. The applicant must submit proof of LPN licensure and employment within the last three years and must report if any license in any health care field has been suspended, revoked, or denied. The transition/challenge program may be attempted only once.

An applicant for the transition program must complete the following steps:

1. apply to and be accepted by the college,
2. apply to and be accepted into the nursing program,
3. comply with provisions of the Academic Assessment Placement Program, and
4. have a 2.0 (on a 4.0 scale) cumulative grade point average in all college courses attempted.
5. register for NET 135 Nursing Transition

Upon successful completion of NET 135 Nursing Transition, the student will be eligible to enroll in NET 142 Nursing Care II provided all prerequisites requirements are also met. Credit (CE) for NET 141 Nursing Care I will be granted when the student successfully completes the next highest course, NET 142 Nursing Care II. If the student does not successfully complete NET 135 Nursing Transition, he/she must withdraw from the current nursing sequence and apply for readmission to the nursing program the next time NET 141 Nursing Care I is scheduled. The student will not be required to re-enter competition for selection to NET 141.

Applicants who wish to challenge NET 142 Nursing Care II must complete the following steps:

1. successfully complete NET 135 or successfully complete NET 141 Nursing Care I,
2. register for NET 142 during pre-registration or regular registration for the semester in which NET 142 is scheduled,
3. notify the Director of Nursing Education by mid-term of the semester prior to the semester in which NET 142 is scheduled,
4. submit a Proficiency Examination Application form upon the dates selected by the Director of Nursing Education prior to the first class meeting of NET 142,
3. complete the three component challenge examination for NET 142 by the last scheduled day in that term to add a class.

If the student successfully completes all components of the challenge examination, credit for the challenged course will be granted. A "CE" will be used on the transcript indicating hours earned with no affect on the grade point average.

If the student does not successfully complete all components of the challenge exam for NET 142, he/she must choose either to attend and complete requirements of all classes/labs for NET 142 for which he/she registered and attempted the challenge or withdraw from the current nursing sequence.

The three component challenge examination for NET 142 Nursing Care II consists of the following:

1. a written exam which tests theory and rationales taught in NET 142,
2. satisfactory demonstration in the Campus Nursing Lab (CNL) of selected clinical procedures taught in NET 142, and
3. Satisfactory completion of Clinical Field Experience (CFE) assignment including skills taught in NET 142.

An 80% passing rate is required on the written component to continue to the next components. Satisfactory completion of the CNL component is required for the student to progress to the CFE component. The CFE components will be conducted as a client care assignment under the supervision of nursing faculty in a selected agency. The CFE assignment will not be conducted in an agency in which the student is employed. Assignment of instructors to administer the components of the challenge exam will be made by the Director of Nursing Education.

NURSING MAJOR

TRACK A

Associate of Applied Science Degree

Track A admission requirements: completion of required remedial and developmental courses, writing of the Nursing Entrance Examination, acceptance by the Nursing Education Department, cumulative grade point average of 2.0 or better in all college courses attempted, completion of BIO 141 at the college level, satisfactory physical examination, and proof of completion of requirements for CPR Certification for health care providers.

First Year (3 semesters)		Second Year (2 semesters)	
Courses	Credit hrs.	Courses	Credit hrs.
ENG 101, 102	6	BIO 231	3
MAT 120	1	NET 213, 241, 242	18
BIO 271, 272	8	IDS 101	2
HED 223	3	CST 105	1
NET 140, 141, 142, 144, 145	20	PSY 290	3
PSY 131	3	One of the following:	
		SOC 211, SOC 212, SOC 220	3
	41 hrs.		30 hrs.

EXTENDED STUDY TRACK

Associate of Applied Science Degree

This Track is designed for students who lack the necessary educational background to pursue a career in nursing, or who for personal, family, or financial reasons, may need to extend the program of study for longer than 2 years. Individual programs of study requiring more than 3 years for completion must be approved by the Director of Nursing Education. Full details of Track A and Extended Study Track requirements are available in the nursing office.

Motlow also offers a university parallel major with a pre-nursing area of emphasis. To make sure you are following the correct program, check with your advisor or see the pre-nursing area of emphasis in the university parallel major.

OFFICE SYSTEMS TECHNOLOGY MAJOR

Motlow State Community College offers an Office Systems Technology major designed to prepare students for various entry-level office positions. These positions include receptionists, filing clerks, typists, data entry operators, information processing specialists, executive aides, or secretaries. Training in this degree program combined with further education and/or experience should enable the graduate to advance to positions such as office manager, executive secretary, or administrative assistant.

The major core curriculum is designed to promote development of the following competencies.

- * an understanding of principles of written business communications applying standard rules
- * the ability to type a variety of letter styles, administrative communications, forms, tables, and manuscripts maintaining mailability standards
- * the ability to effectively operate modern office equipment
- * an understanding of fundamental computer concepts, hardware, and application software with emphasis in word processing and desktop publishing
- * an understanding of fundamental business and economic principles
- * an understanding of modern administrative office procedures
- * an understanding of records management methods, control, and equipment
- * an understanding of accounting principles and the accounting cycle

These two-year programs are for the student who does not intend to transfer to a four-year institution. The Associate of Applied Science Degree is awarded.

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
COM 101	3
ECO 201	3
MAT 122, 131	6
*CST 115	3
IDS 101	2
CONCENTRATION REQUIREMENTS	
ACT 231, 232	6
BUS 121, 222, 261	9
CST 124, 210	6
**OST 101, 102	6
OST 115	3
OST 201, 203, 213, 221	12
General Electives	3
<hr style="width: 10%; margin-left: auto; margin-right: 0;"/> 68 hrs.	

*Keyboarding skills are required for CST 115. CST 100 or previous typing course is a prerequisite or co-requisite for CST 115.

**Students with one year of high school typewriting may be permitted to substitute elective hours for OST 101 and begin with OST 102.

TECHNICAL CERTIFICATE OF CREDIT PROGRAMS

A certificate of credit program enables the College to provide a short-term program in a concentrated area to develop specific career skills. A certificate of credit program is available at Motlow in electronics and in microcomputer software applications. Credits earned in these programs are acceptable toward the associate degree if the student decides to continue. The certificate of credit program is designed for the student who does not intend to transfer to a four-year institution.

ELECTRONICS

Technical Certificate of Credit

Motlow State Community College offers the Electronics Certificate of Credit for those interested in electronics, maintenance, and assembly. The certificate offers an excellent opportunity for preparation for employment. Those who are already employed may wish to upgrade or update their skills and knowledge by enrolling in this program. Many types of industry and many businesses offer employment opportunities for persons trained in electronics service, maintenance and assembly. This program includes practical troubleshooting experience using state-of-the-art computer-assisted electronics trainers in a lecture/laboratory environment.

Courses	Credit hrs.
ERG 180	3
ERG 181, 182, 281	15
IAT 210, 215	6
MAT 121	3
	27 hrs.

MICROCOMPUTER SOFTWARE APPLICATIONS

Technical Certificate of Credit

Motlow State Community College offers the Microcomputer Software Applications Certificate of Credit for those interested in learning the applications of microcomputer software in today's world. The certificate offers employment preparation opportunities and the opportunity to upgrade skills for those who are already employed. Training in the application of microcomputer software offers employment opportunities in many business and service organizations.

Courses	Credit hrs.
*CST 115, 125, 126, 161, 210	15
CST 124	3
BUS 121	3
ACT 231, 291	6
	27 hrs.

*Keyboarding skills are required for this course. CST 100 or previous typing course is a prerequisite or co-requisite for CST 115.

COURSE DESCRIPTIONS

COLLEGIATE CURRICULUM

Courses which may be taken for credit toward earning a degree or certificate of credit from Motlow College are described on the following pages. Included with the description of course content are the semester credit hours earned by completing the course and a listing of any courses which should be taken prior to the time (prerequisite) or at the same time (co-requisite) enrollment in the course occurs.

In each discipline is a 299 Topics course. A topics course permits development of a specific study project under the supervision of the discipline instructor. The topics course must be developed by the instructor who will supervise the activity and must be approved by the student's advisor and the associate dean of the division to which the discipline is assigned. The credit for a topics course may vary from one to five hours. No more than six semester credit hours earned in topics courses may be used in meeting minimum degree requirements.

ACCOUNTING

- ACT 231 PRINCIPLES OF ACCOUNTING I 3 sem hrs cr**
 This course is a study of basic principles of accounting, the accounting cycle, accrual accounting, and financial statements for proprietorships.
- ACT 232 PRINCIPLES OF ACCOUNTING II 3 sem hrs cr**
 This course expands the principles presented in ACT 231 with emphasis on partnership and corporate entity accounting, manufacturing cost systems, and financial statement analysis. Prerequisite: ACT 231.
- ACT 241 INCOME TAX ACCOUNTING--PERSONAL 3 sem hrs cr**
 This course is a study of federal income tax laws with emphasis on the preparation of returns for individuals. Topics discussed include items to be placed in gross income and exclusions, adjustments to income, itemized deductions, and tax credits.
- ACT 251 INTERMEDIATE ACCOUNTING I 3 sem hrs cr**
 This course is a study of fundamentals of accounting, including statement of changes in financial position, present value, cash and receivables, inventories, depreciation, amortization, and current and long term liabilities. Prerequisite: ACT 232.
- ACT 252 INTERMEDIATE ACCOUNTING II 3 sem hrs cr**
 This course includes the study of fundamental processes in stockholders' equity, earnings per share, temporary and long-term investments, income taxes, leases, pension, and financial statement analysis. Prerequisite: ACT 251.
- ACT 261 COST ACCOUNTING 3 sem hrs cr**
 This course is a study of the use of cost data for external reporting, internal planning, and control decisions. Topics include product costing, cost behavior analysis for decision making, standard costing, budgeting, and direct costing. Prerequisite: ACT 232 or permission of the Associate Dean of Career Education.
- ACT 281 AUDITING 3 sem hrs cr**
 This course is a study of auditing procedures with emphasis on areas of deviation from acceptable accounting principles and problems that an auditor encounters in preparing an audit report. Topics discussed include verifying accounting data, preparation of reports, auditor encounters in preparing an audit report. Topics discussed include verifying accounting data, preparation of reports, auditor roles in liability for preparation of financial statements, and auditing theory. Prerequisite: ACT 232 or permission of the Associate Dean of Career Education.
- ACT 291 ACCOUNTING APPLICATIONS ON THE MICROCOMPUTER 3 sem hrs cr**
 This course is designed to prepare the student to set up an accounting system using commercial software on a microcomputer. It introduces the recording of transactions, adjustments, and other accounting data to produce a set of financial statements. Prerequisites: ACT 231 and CST 115.
- ACT 299 TOPICS IN ACCOUNTING 1-5 sem hrs cr**
 Selected topics in accounting; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor and the Associate Dean of Career Education. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

AGRICULTURE

- AGR 101 ANIMAL SCIENCE FOR AGRICULTURE** 3 sem hrs cr
 This course is a study of animals in agriculture: body systems and development, principles of inheritance, fundamentals of feeding, the function of farm animals, animal sanitation, animal products, and the relationship to public health.
- AGR 102 PLANT SCIENCE FOR AGRICULTURE** 3 sem hrs cr
 This course is a study of plant structure and the physiology, heredity, and environment in relation to growth, adaptation, and management of crops.
- AGR 210 THE ECONOMICS OF AGRICULTURE** 3 sem hrs cr
 This course examines economic principles as they relate to agriculture, the place of agriculture and agribusiness in the national economy.
- AGR 234 FARM ANIMAL DISEASES** 3 sem hrs cr
 This course is a study of commonly encountered diseases of farm animals (horses, cattle, sheep, hogs, and poultry), description of the diseases, pathogenesis, signs, and treatments. Special emphasis will be placed on the on-farm recognition, prevention, and lay person treatment of farm animal diseases.
- AGR 299 TOPICS IN AGRICULTURE** 1-5 sem hrs cr
 Selected topics in agriculture; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor and the Associate Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

ANTHROPOLOGY

- ANT 201 INTRODUCTION TO ANTHROPOLOGY** 3 sem hrs cr
 This course examines man's place in nature through the investigation of physical and cultural aspects of anthropology. Study is made of human origins, the fossil record from archaeological excavations, and the biological aspects of race, variations, and heredity.
- ANT 299 TOPICS IN ANTHROPOLOGY** 1-5 sem hrs cr
 Selected topics in anthropology; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor and the Associate Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

ART

- ART 101 ART APPRECIATION** 3 sem hrs cr
 This course is designed to help students understand the visual arts--painting, drawing, sculpture, and architecture--and to show how culture and art interact.
- ART 104 ARTS AND CRAFTS I** 3 sem hrs cr
 This course provides experiences with arts and crafts materials used in contemporary life and present-day elementary school art programs. (Normally offered during the fall semester only)
- ART 105 ARTS AND CRAFTS II** 3 sem hrs cr
 The course provides opportunities for making pioneer and contemporary arts and crafts objects.
- ART 111 BASIC DESIGN** 3 sem hrs cr
 This studio course uses a contemporary approach to the elements and principles of two-dimensional art. (6 hours a week)
- ART 121 DRAWING** 3 sem hrs cr
 This studio course provides the beginning and intermediate student with methods of free-hand drawing plus the expressive processes. (6 hours a week)
- ART 231 PAINTING** 3 sem hrs cr
 This studio course provides the basic techniques of oil painting plus contemporary painting processes. (6 hours a week)
- ART 241 CERAMICS** 3 sem hrs cr
 This studio course focuses on the techniques of making hand-built pottery, wheel pottery, and sculpture. Decorating the art objects and firing the kiln are included. (6 hours a week)

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ART 261 COMMERCIAL ART 3 sem hrs cr

This course is designed to teach lettering, layout, overlay, and methods of composition and visual communication in advertising design.

ART 299 TOPICS IN ART 1-5 sem hrs cr

Selected topics in art; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor and the Associate Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

BANKING

AMERICAN INSTITUTE OF BANKING. The American Institute of Banking (AIB) is an educational division of the American Bankers Association. Motlow State Community College coordinates the course offerings for two AIB study groups, the Middle Tennessee Study Group and the Cumberland Study Group. Students taking banking courses through Motlow College earn college credit as well as American Institute of Banking credit. The courses may be taken by any student but are primarily structured to meet the needs of banking employees. Information on specific AIB diploma and certificate programs may be obtained in the Office of Extended Services.

BNK 111 PRINCIPLES OF BANKING 3 sem hrs cr

This course presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may view the chosen profession in a broad (and operational) perspective. The descriptive orientation is intentional. Banking is increasingly dependent upon personnel who have the broad perspective so necessary for career advancement.

BNK 112 VERBAL COMMUNICATION 1 sem hr cr

This course focuses on the understanding of core communication principles essential for communication effectiveness and the application of these principles to the major communication contexts.

BNK 118 LAW AND BANKING: PRINCIPLES 3 sem hrs cr

This course is an overview of the legal aspects of banking with special emphasis on the Uniform Commercial Code. The course includes summaries of law pertaining to contracts, real estate, and bankruptcy.

BNK 120 LAW AND BANKING: APPLICATIONS 3 sem hrs cr

This course is an introduction to laws pertaining to secured transactions, letters of credit and the bank collection process. Check losses and a broad range of legal issues related to processing checks are included. Case studies are used to illustrate important legal points.

BNK 122 MONEY AND BANKING 3 sem hrs cr

This course stresses the practical aspects of money and banking and emphasizes the basic monetary theory needed by the banking student to apply his knowledge to his particular job. Historical treatment has been kept to a minimum. Emphasis is also placed on such problems as economic stabilization, types of spending, the role of gold, limitation of central bank control, government fiscal policy, balance of payments, and foreign exchange, showing their repercussions on the banking industry in affecting yield curves and the structuring of portfolios.

BNK 142 DEPOSIT OPERATIONS 2 sem hrs cr

This course examines the deposit operations of banks in the context of the United States payment system. It explores how banks operate relative to their deposit-taking activities. Emphasis is on system rather than product of instrument. Government rules and regulations and the future of American payment mechanisms are covered.

BNK 144 TELLER TRAINING 3 sem hrs cr

This course provides the skills that tellers need in today's banking industry. It includes topics on the banking industry's impact upon society and the economy, quality customer service, bank security, and loss prevention techniques, and various other banking transactions.

BNK 145 SELLING BANK SERVICES: A HUMAN RELATIONS APPROACH 1 sem hr cr

This course focuses on important aspects of the customer's ego, active listening and probing, presenting benefits, and successfully closing a sale.

BNK 213 CONSUMER LENDING 3 sem hrs cr

In this course, the techniques of installment lending are presented concisely. Emphasis is placed on establishing the credit, obtaining and checking information, servicing the loan, and collecting the amounts due. Each phase of a bank's installment credit operation should be carefully scrutinized to be certain that the most efficient methods are employed, for only through an efficient operation can a bank maximize its profits on this particular kind of credit. Other topics discussed are inventory financing, special loan programs, business development and advertising, and the public relations aspect of installment lending.

- BNK 222 ANALYZING FINANCIAL STATEMENTS** 3 sem hrs cr
 This course is organized into two main sections: characteristics of financial statements and financial statement analysis. The first section serves as a useful review of basic accounting principles for those students who have studied accounting. For those who have not, this section provides the minimum accounting background necessary for profitable study of financial statement analysis. The second section of the course covers goals, methods, and tools of analysis; analysis of profit and loss, accounts receivable, inventories, and balance sheets; the relationship of balance sheet accounts to sales; and projected statements and cash budgets.
- BNK 230 FINANCIAL PLANNING** 3 sem hrs cr
 This course provides information on the financial planning process and its applications and a better understanding of the factors affecting consumers' financial decisions.
- BNK 242 REAL ESTATE FINANCE** 3 sem hrs cr
 This course addresses the manner in which funds are channeled into mortgage markets, the financing of residential and income-producing property, and administrative tasks common to most mortgage departments.
- BNK 243 INTERNATIONAL BANKING** 3 sem hrs cr
 The text is an introduction to a vast field for those working in international departments, as well as for those involved in the domestic activities of their banks. The essential objective of this course is to present the basic framework and fundamentals of international banking, how money is transferred from one country to another, how trade is financed, what the international agencies are and how they supplement the work of commercial banks, and how money is changed from one currency to another.
- BNK 253 COMMERCIAL LENDING** 2 sem hrs cr
 This course provides an introductory overview of the commercial lending function. It stresses the need for a solid relationship between a bank's commercial customers and the lending officer and the importance of commercial loans to a bank's portfolio.
- BNK 261 STATEMENT ANALYSIS** 3 sem hrs cr
 This course provides the basic concepts of and skills for statement analysis. Based on a five-part, reusable, self-instructional format, the components are designed for maximum flexibility and immediate on-the-job application.
- BNK 262 MARKETING FOR BANKERS** 3 sem hrs cr
 This course for commercial bankers develops the market awareness characteristics of present financial services competitors. It defines marketing, examines motivational strategies for customers who purchase financial services, and provides instruction for developing a successful marketing plan. Also covered is the integration of public relations, advertising sales promotion, selling, and service distribution functions.
- BNK 265 BANK MANAGEMENT** 3 sem hrs cr
 This course is an introduction to the handling of day-to-day bank activities including formulation of objectives and policies; management of assets and liabilities; sources and uses of funds; administration of deposits, loans, and other investments; and the short-term management of funds. Case studies are used to aid the student in acquiring bank management skill.
- BNK 270 MANAGEMENT** 3 sem hrs cr
 This course introduces a variety of modern management theories and approaches organized around the basic functions of planning, staffing, leading, and controlling. Organizational theory, motivation and communication, budgetary controls, and management information systems are included.
- BNK 299 TOPICS IN BANKING** 1-5 sem hrs cr
 Selected topics in banking; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor and the Associate Dean of Career Education. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

BIOLOGY

The biology sequence BIO 104, 105 is designed as an optional sequence to General Biology (Bio 141, 142) for many non-science areas of emphasis. Transient students and students who intend to transfer to other than a Tennessee Board of Regents' institution upon graduation from Motlow should check with their advisors before selecting BIO 104, 105. Students who receive credit for BIO 141, 142 may not receive credit for BIO 104, 105.

HONORS BIOLOGY: For students who qualify, an Honors Biology opportunity exists through enrollment in a laboratory section identified in the semester schedule of classes. The distinguishing feature of the Honors Biology laboratory will be individual research on a variety of topics.

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- BIO 104 PRINCIPLES OF BIOLOGICAL SCIENCE I** 4 sem hrs cr
This course surveys scientific methodology, objectives of biology, levels of organization, basic concepts of cell and molecular biology, genetics, evolution, and plant kingdom. (3 hours lecture-2 hours laboratory) (Normally offered during the fall semester only)
- BIO 105 PRINCIPLES OF BIOLOGICAL SCIENCE II** 4 sem hrs cr
This course surveys the animal kingdom and environmental biology. Specific topics include: taxonomy, morphology, physiology, and economic importance of animals. Environmental topics include: food chain, energy flow, community concept, overpopulation, pollution, and the extinction of species. (3 hours lecture - 2 hours laboratory) (Normally offered during the spring semester only)
- BIO 141 GENERAL BIOLOGY I** 4 sem hrs cr
This course examines in detail the physical and chemical basis of life with emphasis on cell processes, reproduction, and inheritance. A unit on the Monera, Protista, and Fungi introduces the student to three of the five kingdoms of living organisms. (3 hours lecture-2 hours laboratory)
- BIO 142 GENERAL BIOLOGY II** 4 sem hrs cr
This course examines the major groups of plants and animals. Emphasis is placed on the taxonomy, morphology, physiology, and evolution of these two kingdoms. (3 hours lecture - 2 hours laboratory)
- BIO 231 MICROBIOLOGY** 3 sem hrs cr
This course is a study of micro-organisms, especially bacteria, with emphasis on cytology, morphology, physiology, genetics, medical aspects, and cultural techniques. Laboratory experiments are designed to familiarize the student with microbiological techniques, cultivation, isolation, identification of bacteria and other micro-organisms. (2 hours lecture - 3 hours laboratory) Prerequisite: BIO 141. (Normally offered during the fall semester only)
- BIO 271 ANATOMY AND PHYSIOLOGY I** 4 sem hrs cr
This course is a study of the structure and function of the human body emphasizing the cellular and tissue level or organization, the integumentary, reproductive, skeletal, muscular, nervous, sensory, and endocrine systems. (3 hours lecture-2 hours laboratory) Prerequisite: BIO 141. (Normally offered during the fall semester only)
- BIO 272 ANATOMY AND PHYSIOLOGY II** 4 sem hrs cr
This course is a study of the structure and function of the human body emphasizing development and inheritance, the cardiovascular, lymphatic, respiratory, digestive, and urinary systems. The latter part of the course deals with fluid, electrolyte, and acid-base dynamics. (3 hours lecture-2 hours laboratory) Prerequisite BIO 271. (Normally offered during the spring semester only)
- BIO 299 TOPICS IN BIOLOGY** 1-5 sem hrs cr
Selected topics in biology; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor and the Associate Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

BUSINESS

- BUS 121 INTRODUCTION TO BUSINESS** 3 sem hrs cr
This is a course designed to provide the student with an understanding of areas of business which include business ownership and organization, production, management, marketing, personnel, banking, insurance, finance, management information systems, and international business. Completion of a research paper or project is required.
- BUS 130 PERSONAL FINANCE** 3 sem hrs cr
This course is designed to present areas in the personal or family financial cycle which affect every adult. Subject areas include financial and personal records, personal budgeting, financial services, consumer credit, insurance, Social Security, investments, housing, tax management, retirement and estate planning.
- BUS 201 INTERNATIONAL BUSINESS** 3 sem hrs cr
This course is a survey of the major issues associated with doing business internationally. Included is a study of international organizational structures and managerial processes and the cultural, political, economic, competitive, and technological environments of global business. Prerequisite: BUS 121 or permission of the Associate Dean of Career Education.

BUS 222 BUSINESS COMMUNICATIONS 3 sem hrs cr
 This course is a study of the principles, practices, and mechanics of business communications. Emphasis will be placed on composing effective business letters and business reports. Types of letters studied include the following: orders, announcements, acknowledgements, inquiries, goodwill letters, adjustments, refusals, sales letters, employment letters, and resumes. Also included are the recognition and investigation of problems preparatory to writing reports and the presentation of written business reports. Prerequisite: ENG 102.

BUS 241 BUSINESS STATISTICS 3 sem hrs cr
 This course involves a study of techniques used in collecting, presenting, and interpreting data; measures of central tendency and dispersion; probability and probability distributions; sampling distributions; estimation; and hypothesis testing. Prerequisite: MAT 131 or higher mathematics course or permission of the Associate Dean of Career Education.

BUS 261 LEGAL ENVIRONMENT OF BUSINESS 3 sem hrs cr
 This course is a study of the legal aspects of a business environment. Topics covered will include the presentation of law as an expanding social and political institution; the nature of legal systems; business crime; the law of torts; constitutional limitations and regulatory powers; basic law of contracts; and the legislative, judicial, and administrative control of business through the laws of employment, labor, tax, antitrust, consumer and debtor protection.

BUS 271 PRINCIPLES OF MANAGEMENT 3 sem hrs cr
 This course is a study of the management functions of planning, organizing, staffing, directing, and controlling. Special emphasis will be placed on the evolution of managerial thought, organizational behavior, managerial ethics, and social responsibilities. Case-study methodology will be used to emphasize the applicability of material covered. Prerequisite: BUS 121 or permission of the Associate Dean of Career Education.

BUS 275 SMALL BUSINESS MANAGEMENT 3 sem hrs cr
 This course is a study of the techniques of organizing and operating a small business. A broad range of topics is discussed relating to all aspects of small business management. Case-study methodology will be used to emphasize the applicability of material covered.

BUS 291 CAREER PREPARATION 3 sem hrs cr
 This course is a detailed study of the methods for successful entry into work organizations and continued success after employment. Included are the following topics: exploration of personal career goals, job search methods, evaluation of employment opportunities, preparation of an application letter and a resume, development of successful interviewing techniques, development of successful work habits and attitudes, time management, improvement of listening skills, stress management, and other topics related to the successful pursuit of a career. This course is a recommended elective for all Career Education students. It is further recommended that this course be taken in the spring semester prior to graduation.

BUS 299 TOPICS IN BUSINESS 1-5 sem hrs cr
 Selected topics in business; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor and the Associate Dean of Career Education. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

CHEMISTRY

CHE 101 GENERAL CHEMISTRY I 4 sem hrs cr
 This course is a study of fundamental concepts of atoms and molecules, chemical bonding, formula and equation writing, naming compounds, quantitative relationships involving formulas, classification of the elements and selected compounds, shapes of molecules, stoichiometry, and gas laws. (3 hours lecture - 3 hours laboratory)

CHE 102 GENERAL CHEMISTRY II 4 sem hrs cr
 This course is a study of solutions, acid-base concepts, chemical kinetics and equilibrium, ionic equilibria of weak electrolytes, thermodynamics, oxidation-reduction reactions, and nuclear chemistry. (3 hours lecture - 3 hours laboratory) Prerequisite: CHE 101.

CHE 231 ORGANIC CHEMISTRY I 4 sem hrs cr
 This course is a study of the preparations and properties of aliphatic and aromatic compounds, their nomenclature, and their reactions. (3 hours lecture - 3 hours laboratory) Prerequisite: CHE 102.

CHE 232 ORGANIC CHEMISTRY II 4 sem hrs cr
 This course is a study of the preparations, properties, nomenclature, and reactions of the following classes of compounds: alkyl halides, alcohols, ethers, carboxylic acids, aldehydes, ketones, and amines. (3 hours lecture - 3 hours laboratory) Prerequisite: CHE 231.

112 COURSE DESCRIPTIONS

CHE 299 TOPICS IN CHEMISTRY 1-5 sem hrs cr
Selected topics in chemistry; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor and the Associate Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

COMMUNICATIONS

COM 101 FUNDAMENTALS OF SPEECH 3 sem hrs cr
This course is a study of communication skills, including practice in organizing, preparing, and delivering various types of informative and persuasive speeches; and in engaging in constructive criticism of oral communication.

COM 104 VOICE AND DICTION 3 sem hrs cr
This course provides training in the development of more articulate speech and effective voice quality through study of vocal anatomy and mechanism. Classroom drills and individualized instruction are utilized.

COM 108 ORAL READING 3 sem hrs cr
This course develops skills in the art of reading aloud. Choosing, preparing, and presenting literary selections are stressed.

COM 111 SURVEY OF MASS COMMUNICATIONS 3 sem hrs cr
This course explores the historical development of various media of mass communications. Included are standard printed media, radio, television, films, public relations, and advertising; their roles and responsibilities, their impact on society, and their possibilities for the future.

COM 112 INTRODUCTION TO JOURNALISM 3 sem hrs cr
This course is an introduction to print and broadcast journalism with an emphasis on newsgathering methods and the writing of news. Prerequisite: OST 101 and/or ability to type 35-40 words per minute.

COM 113 INTRODUCTION TO BROADCASTING 3 sem hrs cr
This course is an introduction to broadcasting history, structure, and careers. It is designed to provide a working knowledge of broadcasting operations. Laboratory experience is provided in radio and/or television operations and broadcasting.

COM 202 CHILDREN'S DRAMA 3 sem hrs cr
Training is provided in story-telling, puppetry, creative dramatics, and acting children's drama. This course is recommended for students with an interest in drama and for those who plan a career working with children, particularly in education.

COM 203 INTRODUCTION TO DRAMA 3 sem hrs cr
This course surveys and emphasizes various topics of drama. Included in the study are the development of drama and the theatre, basic mechanics of acting, and characterization. Critical study of plays will be covered in the course.

COM 212 WRITING ARTICLES AND FEATURES 3 sem hrs cr
This course focuses on writing human-interest stories, newspaper and magazines articles, personal columns, inspirational prose, and a variety of other materials.

COM 221 RADIO PRODUCTION 3 sem hrs cr
This course is a foundations course in the field of radio production. Basic techniques of program productions and equipment operation are stressed. Practical experience is provided in announcing, recording, editing, interviewing, cuing records, and using the microphone.

COM 241 BASIC PHOTOGRAPHY 3 sem hrs cr
This is an introductory course in black and white photography. Basic photographic techniques and darkroom procedures will be emphasized as well as the principles of optics and visual perception. Laboratory required.

COM 242 INTERMEDIATE PHOTOGRAPHY 3 sem hrs cr
This course will emphasize the finer points of lighting, composition, equipment selection, and advanced darkroom technique. Color photography will be introduced along with basic color darkroom techniques. Lab required. Prerequisite: COM 241 or permission of the Associate Dean of Liberal Arts.

COM 299 TOPICS IN COMMUNICATIONS 1-5 sem hrs cr
 Selected topics in communications; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor and the Associate Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

COMPUTER SCIENCE

CST 100 KEYBOARDING FOR THE COMPUTER 1 sem hr cr
 This course is designed to provide basic instruction on the microcomputer keyboard. Students will learn basic skills of efficient input of alphabetic and numeric data. No credit will be granted for a student who has successfully completed a college-level typewriting course.

CST 105 COMPUTER LITERACY 1 sem hr cr
 This course is an overview of computers at an introductory level. Major topics include: historical developments, differentiation between micro, mini, and mainframe computers, discussion of application software, discussion of computer languages, and social impact. No prior knowledge of computers is assumed.

CST 115 INTRODUCTION TO MICROCOMPUTER APPLICATIONS 3 sem hrs cr
 This course introduces the student to the use, capabilities, and limitations of microcomputers. The student will study the terminology and concepts involved with the hardware, operating system, and applications programs. A fundamental study of the disk operating system (DOS) and its interaction with hardware and software will be covered. Word processing, spreadsheets, and database applications will be introduced. Prerequisite or co-requisite: CST 100 or typewriting experience.

CST 124 WORD PROCESSING APPLICATIONS 3 sem hrs cr
 This course is designed to provide a working knowledge of word processing using WordPerfect. Basic vocabulary, concepts, and commands are covered and reinforced through various practical exercises. Intermediate and advanced WordPerfect concepts and commands are also covered. Prerequisites: CST 115 or its equivalent or permission of the Associate Dean of Career Education. (Formerly OST 230)

CST 125 SPREADSHEET APPLICATIONS FOR MICROCOMPUTERS 3 sem hrs cr
 This course is designed as a study of developing spreadsheet applications on a microcomputers. Business and accounting problems will be the medium used to develop spreadsheets. Lotus 1-2-3 will be the primary tool used in this course. Prerequisite: Documented eligibility for collegiate mathematics and CST 115 or its equivalent or permission of the Associate Dean of Career Education.

CST 126 DATABASE APPLICATIONS FOR MICROCOMPUTERS 3 sem hrs cr
 This course is designed as a study of database management application software for microcomputers. Complex business and industrial database types will be developed in the course using the dBase IV programming language. Prerequisite: Documented eligibility for collegiate mathematics and CST 115 or permission of the Associate Dean of Career Education.

CST 130 BASIC PROGRAMMING LANGUAGE 3 sem hrs cr
 This course is a study of the Beginner's All-Purpose Symbolic Instruction Code (BASIC) language. Primary emphasis is on the development of BASIC programs in an interactive environment. The course will cover program design through advanced file processing and matrix manipulation. Case study methodology will be used to demonstrate the applicability of complex business applications. Prerequisites: Documented eligibility for collegiate mathematics and CST 100 or typewriting experience.

CST 132 FORTRAN PROGRAMMING 3 sem hrs cr
 This course introduces the student to the use of the FORMula TRANslation (FORTRAN) programming language. Emphasis will be on mathematical and scientific applications. Prerequisites: MAT 131 or MAT 151 or equivalent and CST 100 or typewriting experience.

CST 140 INTRODUCTION TO PROGRAMMING WITH PASCAL 4 sem hrs cr
 This course is designed to introduce students to computers and problem-solving using the Pascal Language as a tool. Major topics will include programming logic and flowcharting. Emphasis will be on problem-solving using the language and principles of structured software. Prerequisites: Documented eligibility for collegiate mathematics and CST 100 or typewriting experience.

CST 141 RPG-II PROGRAMMING LANGUAGE 3 sem hrs cr
 This course is designed to introduce the student to the Report Program Generator (RPG-II) language. The application of RPG-II to common business problems such as payroll, accounts receivable, accounts payable, inventory control, and sales analysis will be discussed. Sequential and indexed file processing in batch and interactive modes will be considered. Prerequisite: Documented eligibility for collegiate mathematics and CST 140 or permission of Associate Dean of Career Education.

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- CST 161 PC MAINTENANCE AND TROUBLESHOOTING** 3 sem hrs cr
This course deals with the non-technical, component-level diagnosis and repair of microcomputers and peripheral equipment. Hard disk management and software installation and maintenance will be included. Prerequisites: CST 115 and one of the following: CST 124, 125, 126, or permission of the Associate Dean of Career Education.
- CST 165 DATA COMMUNICATIONS AND LOCAL AREA NETWORKING** 3 sem hrs cr
This course covers basic terminology and the operation of data communication and local area networking. Topics will include examination of the physical layer, data link protocols, introduction to local area networking of industry standards (CCITT, ISO, AND IEEE) that relate to data communications, and issues relating to networking management. Hands-on experience with a local area network is included. Prerequisites: CST 115 or permission of the Associate Dean of Career Education.
- CST 200 PRINCIPLES OF MANAGEMENT INFORMATION SYSTEMS** 3 sem hrs cr
This course will develop managerial and technical skills needed to plan, develop, implement, and control a computer-based management system in today's society.
- CST 210 DESKTOP PUBLISHING** 3 sem hrs cr
This course covers design elements of typical business publications including brochures, advertisements, newsletters, and correspondence. Desktop publishing hardware and software requirements will be covered, including computers, printers, scanners, graphics software packages, word processors, and desktop publishing packages. PageMaker will be the primary software package used to produce camera-ready copy. Prerequisite: CST 124 or permission of the Associate Dean of Career Education.
- CST 221 COBOL PROGRAMMING** 4 sem hrs cr
Students learn to develop and implement programs in the COBOL (COmmon Business Oriented Language) programming language in a business environment. Top-down design and structured programming in an on-line environment with table handling and sorting are included. Index-sequential file processing is introduced. Prerequisite: Documented eligibility for collegiate mathematics and CST 100 or typewriting experience.
- CST 240 DATA STRUCTURES** 3 sem hrs cr
This course examines the basic concepts of data including the abstract data type, lists, sets, stacks and queues, B-trees, Binary trees, AVL trees, hash tables, and other complex structures. Sorting techniques and data management will also be covered. The Pascal language will primarily be used as the implementation tool. Prerequisite: CST 140 or permission of Associate Dean of Career Education.
- CST 245 C PROGRAMMING** 3 sem hrs cr
This course presents the essential elements of the C programming language. Topics covered will include Input/Output concepts, fundamentals in data type, operators and control statements, functions, pointers and arrays, and structures. Prerequisites: CST 140 or permission of the Associate Dean of Career Education.
- CST 250 INTRODUCTION TO COMPUTER ORGANIZATION AND ASSEMBLY LANGUAGE PROGRAMMING** 3 sem hrs cr
This course teaches elementary computer architecture machine language concepts and Assembly Language Programming for the hardware in the Motlow College Computer Center. Data representation and elementary assembly language programming instructions are studied in detail and applied to numerous problems. Prerequisites: CST 140, MAT 131 or MAT 151 or higher MAT, and at least one of the following: CST 130, 132, or 221.
- CST 261 COMPUTER SYSTEMS EVALUATION AND DESIGN** 3 sem hrs cr
This course involves systems feasibility study, analysis, and design in a business environment. Various application software, programming languages, and hardware will be evaluated and selected. dBase IV will be the software package used in this course. Topics covered will include fundamental data organization, input/output design, layout, and documentation. Prerequisites: CST 115, 126, 140 and six hours in the Computer Science curriculum above CST 115 or permission of the Associate Dean of Career Education.
- CST 265 ADA PROGRAMMING** 3 sem hrs cr
This course presents an introduction to the basic concepts of the Ada language including conceptual overview, terminology, data types, development and usage of basic expressions, object declarations, packages, tasking, subprograms, and generics. Development and usage of basic concepts through programming assignments that cover topics such as data abstraction, information hiding, and multiple tasking concepts are covered. Prerequisites: Two of the following: CST 132, CST 140, CST 240, CST 245, or the equivalent; and MAT 151 or higher or permission of the Associate Dean of Career Education.

CST 299 TOPICS IN COMPUTER SCIENCE 1-5 sem hrs cr

Selected topics in computer science; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor and the Associate Dean of Career Education. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

COOPERATIVE EDUCATION

The Cooperative Education program provides students the opportunity to complete a portion of their academic program as employees in industry, business, government, or educational institutions where their work is directly related to their academic major. Additional information regarding the Cooperative Education program is available from the Coordinator of Career Planning, Placement, and Cooperative Education.

COP 201 COOPERATIVE PRACTICUM I 2 sem hrs cr

This course involves study-related, off-campus work experience with employers in real employment situation. At the beginning of the course, a minimum amount of work time is determined between the student and the Cooperative Education Coordinator. At the end of the course, student must prepare and submit to the Coordinator a written report summarizing educational/employment experiences. The course is graded on a pass/fail basis. Prerequisites: 12 or more semester hours earned, 2.5 or higher cumulative GPA, and permission of Cooperative Education Coordinator.

COP 202 COOPERATIVE PRACTICUM II 2 sem hrs cr

This course is a continuation of COP 201 with the same requirements and responsibilities for completion. The course is graded on a pass/fail basis. Prerequisites: COP 201 and permission of Cooperative Education Coordinator.

ECONOMICS**ECO 201 PRINCIPLES OF ECONOMICS I 3 sem hrs cr**

This course is a study of basic economic concepts and macroeconomics. Topics to be covered will include basic economic theory, economic systems, national income accounting, unemployment and inflation, money and banking, fiscal and monetary policy.

ECO 202 PRINCIPLES OF ECONOMICS II 3 sem hrs cr

This course is a study of basic economic concepts and microeconomics. Topics covered include consumer and firm behavior, economic growth, market structures, price output determination, labor and unions, international trade and finance.

ECO 299 TOPICS IN ECONOMICS 1-5 sem hrs cr

Selected topics in economics; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor and the Associate Dean of Career Education. No more that six semester hours in topics courses may be used in meeting minimum degree requirements.

EDUCATION**EDU 111 THE TEACHING PROFESSION 3 sem hrs cr**

This course introduces prospective teachers to schools in American society. The history of schools is viewed in relationship to present problems, issues, and trends. Suitability for the teaching profession is recognized as students observe a minimum of ten hours in multi-grade-level classrooms. (Formerly EDU 132)

EDU 111 THE TEACHING PROFESSION - HONORS 3 sem hrs cr

This course introduces prospective teachers to schools in American society. The history of schools is viewed in relationship to present problems, issues, and trends. Suitability for the teaching profession is recognized as students assist a teacher for a minimum of ten hours in the public school. Individual work and analytical thinking are emphasized. Prerequisite: See Honors Program entry requirements. (Formerly EDUH132)

EDU 211 THE PSYCHOLOGY OF HUMAN DEVELOPMENT AND LEARNING 3 sem hrs cr

This course explores physical, mental, social, and moral development of individuals from birth to the end of life. How humans learn is a large component of the course. A tutorial assignment on- or off-campus is required. (Formerly EDU 131)

EDU 211 THE PSYCHOLOGY OF HUMAN DEVELOPMENT AND LEARNING - HONORS 3 sem hrs cr

This course explores physical, mental, social, and moral development of individuals from birth to the end of life. How humans learn is a large component of the course. Individual work and analytical thinking are emphasized. A tutorial assignment on- or off-campus is required, and students are encouraged to pursue personal interests. Classes are conducted in seminar format. Prerequisite: See Honors Program entry requirements. (Formerly EDUH131)

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EDU 299 TOPICS IN EDUCATION 1-5 sem hrs cr
Selected topics in education; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor and the Associate Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

EMERGENCY MEDICAL TECHNOLOGY

Upon successful completion of EMT 110 and EMT 111, the student will be eligible to take the examination given by the Tennessee Department of Public Health, Division of Emergency Medical Service, for certification as a Basic Emergency Medical Technician.

EMT 110 BASIC EMERGENCY MEDICAL TECHNOLOGY I 6 sem hrs cr
This course begins the presentation of the emergency medical techniques currently considered to be within the responsibilities of the Basic Emergency Medical Technician providing pre-hospital emergency care as outlined by the Tennessee Department of Public Health, Division of Emergency Medical Service. Professional Liability Insurance may be required. (90 hours of classroom work)

EMT 111 BASIC EMERGENCY MEDICAL TECHNOLOGY II 6 sem hrs cr
This course completes the presentation of the emergency medical techniques currently considered to be within the responsibilities of the Basic Emergency Medical Technician providing pre-hospital emergency care as outlined by the Tennessee Department of Public Health, Division of Emergency Medical Service. Professional Liability Insurance may be required. (90 hours classroom work) Prerequisite: EMT 110.

EMT 150 INTRAVENOUS (IV) THERAPY 3 sem hrs cr
This course is designed to prepare the licensed Emergency Medical Technician to administer IV's in the field when necessary. The course includes patient assessment and conditions under which an intravenous line is warranted; the equipment selection and types of solutions; conditions worsened by the injudicious administration of IV fluids and how to recognize them; the infusion procedures and types of solutions; and, the need for field asepsis. During the clinical experience, five successful venipunctures must be accumulated. Prerequisite: Students must be a Tennessee-certified Emergency Medical Technician

EMT 299 TOPICS IN EMERGENCY MEDICAL TECHNOLOGY 1-5 sem hrs cr
Selected topics in emergency medical technology; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor and the Associate Dean of Career Education. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

ENGINEERING TECHNOLOGY PRE-ENGINEERING

ERG 101 ENGINEERING GRAPHICS I 3 sem hrs cr
This course develops drafting fundamentals with use of instruments, theory of projection, sections, auxiliary views and dimensioning with considerable technical sketching. This course includes preparation for and introduction to Computer-aided drafting and solid modeling. (2 hours lecture-2 hours laboratory)

ERG 111 BASIC ENGINEERING I 4 sem hrs cr
This course is a study of forces, vector quantities and moments, resultants of force systems, simple static equilibrium, displacement vectors, particle kinematics and projectile motion kinetics of particles using Newton's Law. (3 hours lecture-3 hour laboratory) Prerequisite or co-requisite: MAT 251.

ERG 112 BASIC ENGINEERING II 4 sem hrs cr
This course is a study of frictional forces, impulse-momentum, work and kinetic energy, temperature, heat, First Law of Thermodynamics and the Kinetic Theory of Gases. (3 hours lecture-3 hours laboratory) Prerequisite: ERG 111. Prerequisite or co-requisite: MAT 252.

ERG 180 INTRODUCTION TO DC AND AC MOTORS 3 sem hrs cr
This course is the study of motor operating characteristics such as current, torque speed, horsepower, watts, heat, and efficiency. DC motors with their brushes and commutators and the AC motors with their current alternations and phase characteristics are studied. Motor nameplates and specifications along with motor maintenance and troubleshooting techniques are studied. Prerequisite or co-requisite: MAT 121 or its equivalent.

- ERG 181 BASIC ELECTRONICS I** 5 sem hrs cr
 This course is a study of the concept of electricity, electrical safety, metric notation, use of an electronic trainer, Ohm's Law, series circuits, parallel circuits, series-parallel circuits, voltage dividers, current dividers, direct-current meters, conductors, insulators, resistors, batteries, switches, fuses, circuit breakers, relays, schematic diagrams, Kirchoff's Laws, Norton's and Trevenin's theorems, Wheatstone bridge circuits, meter loading effects, introduction to alternating current and voltage, diodes, half and full wave rectifiers, diode limiters, diode clampers, transistors, common emitter amplifiers, common collector amplifiers, and common base amplifiers. This course includes a computer-assisted instruction system utilizing an electronic trainer and a microcomputer with which the student interacts. Prerequisite or co-requisite: MAT 121 or its equivalent.
- ERG 182 BASIC ELECTRONICS II** 5 sem hrs cr
 This course is a study of magnetism, magnetic units, electromagnetic induction, alternating current and voltage, inductance and capacitance, inductive and capacitive circuits, time constants, resonance, filters, transformers, relays, switches, electrical schematic reading, and electrical circuit troubleshooting procedures. This course includes a computer-assisted instruction system utilizing an electronic trainer and a microcomputer with which the student interacts. Prerequisite: ERG 181.
- ERG 201 COMPUTER-AIDED DESIGN** 3 sem hrs cr
 This course develops skills in computer aided drafting, solid modeling, and system assemblies using a state-of-the-art CAD system. Design work is accomplished on Sun Workstations using a UNIX-based operating system. Emphasis is placed on the operating system and peripheral equipment operation. Some prior computer experience is desirable. (2 hours lecture-2 hours laboratory) Prerequisite: ERG 101.
- ERG 202 COMPUTER-AIDED DESIGN PROJECT** 4 sem hrs cr
 This course provides increased knowledge and skill in applying a state-of-the-art CAD system to mechanical design problems. The course emphasizes team work and integration of designs in an industrial atmosphere. Each student designs a part of a mechanical system which must be integrated with other student work. Oral progress reports and a written final report are required. Prerequisite: ERG 201 or permission of the Associate Dean of Career Education.
- ERG 211 CIRCUITS I** 3 sem hrs cr
 This course is a study of circuit variables; current, voltage, power, energy, resistance, capacitance and inductance; Kirchoff's Laws; writing circuit equilibrium equations using loop currents as well as node voltages; solution for resistive networks theorems; elementary transient analysis of circuits with one storage element and networks in sinusoidal steady-state. Co-requisite: MAT 252.
- ERG 212 CIRCUITS II** 4 sem hrs cr
 This course is a study of the use of complex algebra, power and power factors, phasors, and transforms, concept of transform networks, complex impedances, and resonance, polyphase networks considered as networks with more than one source, magnetically coupled circuits, one-port and two-port networks, transient analysis of circuits containing more than one storage element using classical methods, and steady-state analysis of networks containing sinusoidal sources of more than one frequency. (3 hours lecture-2 hours laboratory) Prerequisite: ERG 211. Co-requisite: MAT 253.
- ERG 225, INTRODUCTION TO MATERIALS SCIENCE** 3 sem hrs cr
 This course is a study of property/microstructure interrelations and design considerations for engineering materials; overview of manufacturing processes; interrelations among materials, design, and manufacturing. Prerequisite: CHE 102.
- ERG 231 MECHANICS OF MATERIALS** 3 sem hrs cr
 This course is a study of the concepts of stress and strain, stress-strain relations and Mohr's circle, static analysis of members, area moments of inertia, analysis of axially loaded members, torsion, and bending. Energy methods for normal and shearing stresses will be studied. Prerequisites: ERG 111 or ERG 252 and MAT 251.
- ERG 252 STATICS** 3 sem hrs cr
 This course is a study of vector algebra, resultants, equilibrium, friction, centers of gravity, centroids, moments of inertia, statics of particles, equilibrium of rigid bodies in two and three dimensions, and analysis of structures. Prerequisite or co-requisite: MAT 252.
- ERG 253 DYNAMICS** 3 sem hrs cr
 This course is a study of particle kinematics, absolute and relative motion, kinetics, applications of Newton's Laws, work-energy principle, impulse-momentum principle, systems of particles, kinematics of rigid bodies, and mechanical vibrations. Prerequisites: ERG 252 or ERG 111 and MAT 252.

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ERG 281 DIGITAL ELECTRONICS 6 sem hrs cr
This course is a study of digital logic, number system conversions, clock circuits, memory circuits, store and shift circuits, arithmetic counter circuits, A/D - D/A conversion, basic computer functions, 8085 microprocessor architecture and operation, and 8085 microprocessor troubleshooting procedures. This course includes a computer-assisted instruction system utilizing an electronic trainer and a microcomputer with which the student interacts. Prerequisite: ERG 181 or its equivalent.

ERG 299 TOPICS IN ENGINEERING 1-6 sem hrs cr
Selected topics in engineering; a course for students interested in pursuing specific projects under the supervision of the discipline instructor and approved by the advisor and the Associate Dean of Career Education. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

ENGLISH

WRITING CENTER. The Writing Center provides help for any Motlow student needing individual instruction and/or practice in specific writing skills. The Center combines individual tutoring with the assignment of reading materials, exercises, audio-visuals, and microcomputer programs appropriate for each student. Students may be referred by any Motlow instructor or can request individual assistance any time during the semester. No fees are charged for tutorial service or assistance; however, the students must be currently enrolled at Motlow. No academic credit is given.

ENG 101 ENGLISH COMPOSITION I 3 sem hrs cr
This course focuses on essay writing using a variety of expository patterns and emphasizes critical reading and logical thinking. Prerequisite: Documented eligibility for collegiate English.

ENG 101 ENGLISH COMPOSITION I - HONORS 3 sem hrs cr
This course includes essay writing using a variety of expository and argumentative patterns, in-depth analysis of readings, and an in-depth extended research project. Prerequisite: See Honors Program entry requirements.

ENG 102 ENGLISH COMPOSITION II 3 sem hrs cr
This course emphasizes expository and argumentative essay writing and includes an in-depth extended research project. Prerequisite: ENG 101.

ENG 102 ENGLISH COMPOSITION II - HONORS 3 sem hrs cr
This course is an in-depth study of prose, poetry, and drama with emphasis on literary criticism and research, and the writing of analytical papers. Prerequisite: ENG 101. See Honors Program entry requirements.

ENG 201 EXPERIENCING LITERATURE 3 sem hrs cr
This course involves reading and analyzing a variety of fiction, poetry, and drama, researching literary topics, and writing analytical papers. Prerequisite: ENG 102.

ENG 201 EXPERIENCING LITERATURE - HONORS 3 sem hrs cr
This course involves reading and analyzing a variety of world fiction, poetry, and drama, researching literary topics, and writing analytical papers. Prerequisite: ENG 102. See Honors Program entry requirements.

ENG 202 AMERICAN LITERATURE 3 sem hrs cr
This course is the study of representative works of American prose, poetry, and drama. Prerequisite: ENG 201.

ENG 202 AMERICAN LITERATURE - HONORS 3 sem hrs cr
This course is an in-depth study of representative works of American prose, poetry, and drama. Prerequisite: ENG 201. See Honors Program entry requirements.

ENG 203 BRITISH LITERATURE 3 sem hrs cr
This course is the study of representative works of British prose, poetry, and drama. Prerequisite: ENG 201.

ENG 203 BRITISH LITERATURE - HONORS 3 sem hrs cr
This course is an in-depth study of representative works of British prose, poetry, and drama. Prerequisite: ENG 201. See Honors Program entry requirements.

ENG 299 TOPICS IN ENGLISH 1-5 sem hrs cr
Selected topics in English; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor and the Associate Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

FRENCH

- FRE 111 BEGINNING FRENCH I** 3 sem hrs cr
This course emphasizes the essentials of French grammar and develops reading, writing, and speaking skills in the language. Readings about French culture are included.
- FRE 112 BEGINNING FRENCH II** 3 sem hrs cr
This course continues to emphasize the essentials of French grammar and further develops reading, writing, and speaking skills. Introductory readings in French literature are included. Prerequisite: FRE 111.
- FRE 211 INTERMEDIATE FRENCH I** 3 sem hrs cr
This course continues grammar review with exercises for improving oral and written skills and includes readings in French literature and culture. Prerequisite: FRE 112 or high school equivalent with advanced placement examination.
- FRE 212 INTERMEDIATE FRENCH II** 3 sem hrs cr
This course continues grammar review and further develops oral and written skills. Readings in French literature are expanded. Prerequisite: FRE 211.
- FRE 299 TOPICS IN FRENCH** 1-5 sem hrs cr
Selected topics in French; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor and the Associate Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

GEOGRAPHY

- GGY 101 CULTURAL GEOGRAPHY** 3 sem hrs cr
This course examines spatial variations in culture and analyzes how cultural elements vary or recur from place to place and influence change and economic development.
- GGY 201 SURVEY OF REGIONAL GEOGRAPHY** 3 sem hrs cr
This course surveys world regions to indicate the general influence of the geographical environment.
- GGY 299 TOPICS IN GEOGRAPHY** 1-5 sem hrs cr
Selected topics in geography; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor and the Associate Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

GEOLOGY

- GEO 120 INTRODUCTION TO EARTH SCIENCE** 4 sem hrs cr
This course focuses upon the earth's structure, function, physical processes, and location in space. Emphasis is given to the external and internal forces that mold the face of the earth and its atmosphere. (3 hours lecture - 2 hours laboratory) (Normally offered during the spring semester only)
- GEO 299 TOPICS IN GEOLOGY** 1-5 sem hrs cr
Selected topics in geology; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor and the Associate Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

HEALTH

- HED 211 PERSONAL HEALTH** 3 sem hrs cr
This course is a study of contemporary, personal health issues and problems with a major emphasis placed on emotional health, drugs, tobacco, alcohol, and human sexuality.
- HED 212 FIRST AID AND SAFETY** 3 sem hrs cr
This course focuses on first aid care and accident prevention, with emphasis on artificial respiration and cardiopulmonary resuscitation (CPR).
- HED 215 COMMUNITY HEALTH** 3 sem hrs cr
This course focuses upon health as applied to the family and community. Major emphasis is directed toward promotion of community health, environmental health, disease prevention, and sanitation.

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HED 223 PRINCIPLES AND THERAPEUTICS OF NUTRITION 3 sem hrs cr
This course is designed to present the principles of nutrition and how those principles are applied to various disease processes. Food composition as a tool of diet therapy is emphasized. Prerequisites: BIO 141 or permission of the Associate Dean of Liberal Arts.

HED 299 TOPICS IN HEALTH 1-5 sem hrs cr
Selected topics in health; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor and the Associate Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

HISTORY

HIS 111 WORLD CIVILIZATION I 3 sem hrs cr
This course is the study of the history of mankind beginning with the ancient Near East. The course includes a study of leaders chosen to represent ancient Mesopotamia, Egypt, Israel, Greece, the Empire of Alexander, the Roman Empire, and the Empire of Charlemagne. Medieval conditions in Europe are examined; Francis of Assisi, Dante, and Eleanor of Aquitaine are used as representatives of the Medieval period. The course concludes with the beginnings of the Renaissance and Protestant Reformation. The continuity of ideas and values from past to present is emphasized.

HIS 112 WORLD CIVILIZATION II 3 sem hrs cr
This course is the study of the history of mankind beginning with the Renaissance and Protestant Reformation. The course includes a study of major leaders chosen to represent the Renaissance and Reformation period, the Enlightenment, the early modern period, and the modern period. In the early modern and modern periods, attention is given to developments in science and technology. The continuity of ideas and values from the past to present is emphasized. Recommended prerequisite: HIS 111.

HIS 211 UNITED STATES HISTORY I 3 sem hrs cr
This course covers the history of the United States from the beginning of English settlement in North America through the Revolution, early national period, disruption of the Union, Civil War and Reconstruction periods. This course ends with the events of 1876.

HIS 211 UNITED STATES HISTORY I - HONORS 3 sem hrs cr
This course covers in depth the history of the United States from the beginning of English settlement in North America through the Revolution, early national period, disruption of the Union, Civil War and Reconstruction periods. This course ends with the events of 1876. Individual work and analytical thinking are emphasized. See Honors entry requirements.

HIS 212 UNITED STATES HISTORY II 3 sem hrs cr
This course traces the political, economic, diplomatic, and social development of the United States from the Reconstruction period to the present. Attention is given to contemporary problems and the places of the United States as a world power. Recommended Prerequisite: HIS 211.

HIS 212 UNITED STATES HISTORY II - HONORS 3 sem hrs cr
This course traces in depth the political, economic, diplomatic, and social development of the United States from the Reconstruction period to the present. Attention is given to contemporary problems and the place of the United States as a world power. Individual work and analytical thinking are emphasized. Recommended Prerequisite: HIS 211 Honors.

HIS 261 HISTORY OF TENNESSEE 3 sem hrs cr
This course is a study of Tennessee's political, economic, social and intellectual development from the pre-colonial era to the present.

HIS 299 TOPICS IN HISTORY 1-5 sem hrs cr
Selected topics in history; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor and the Associate Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

INDUSTRIAL MANAGEMENT

IMT 115 INTRODUCTION TO COMPUTER INTEGRATED MANUFACTURING 3 sem hrs cr
This course is a study of Computer Integrated Manufacturing (CIM) in industry. The course content includes the role of CIM components, the planning for CIM, the CIM implementation and management, and overcoming obstacles to implementation.

IMT 153 INDUSTRIAL SAFETY 3 sem hrs cr

This course addresses the control of industrial hazards through safe-guarding machinery and processes, mechanical guards, remote controls, nature and analysis of accidents, and control of accidents with emphasis on latest Federal laws. Additional topics to be covered include electrical safety, lifting, oxyacetylene welding, fire safety, chemical safety, grinding wheel safety, eye safety and enclosed vessel entry.

IMT 155 WASTE AND HAZARDOUS MATERIALS MANAGEMENT 3 sem hrs cr

This course is a study of waste and hazardous materials and their effects on the environment. Emphasis will be placed on the handling of solid waste substances which are originally converted raw materials and, in most cases, can be re-converted. The difficulty and expense relative to monitoring adequately the adverse health effects caused by the increasing number and variety of these substances will also be addressed.

IMT 183 PRINCIPLES OF SUPERVISION 3 sem hrs cr

This course is a study of managing one's self, management of people at work, and the planning, direction, and control of human resources in industrial plants. The main focus is on three major resources of good supervision; management-mindedness, leadership, and job knowledge. The learning tasks are reinforced with relevant applications.

IMT 190 TECHNICAL WRITING 3 sem hrs cr

This course is a specialized composition course designed to teach the principles of technical writing, including giving directions, describing processes and mechanisms, dealing with specifications, abstracts, memoranda, and progress and field reports. This course may not be used in place of a required ENG course. Prerequisite: ENG 102 or permission of the Associate Dean of Career Education. (Formerly ENG 190)

IMT 223 QUALITY CONTROL 3 sem hrs cr

This course examines product quality control and reliability using sampling plans, control charts and limits, statistical evaluations of tolerance, systematic investigation of processing variables, and evaluations of reliability. The history of quality control is emphasized examining the impact of the methods of Squires, Deming, Juran, and Taguchi on competitive position. Prerequisite : Documented eligibility for collegiate mathematics.

IMT 225 QUALITY AND PRODUCTIVITY 3 sem hrs cr

This course is designed to provide the student with an understanding of the relationship between quality and productivity. The student will study the effects of waste on the cost of manufacturing. The role of efficiency and quality in any organization will be emphasized as it relates to top management, quality control engineers, managers, statisticians, supervisors, and all others responsible. The Deming method for obtaining competitive position furnishes the basis for the course. Prerequisite: IMT 223 or permission of the Associate Dean of Career Education.

IMT 226 QUALITY CONTROL IN MANUFACTURING 3 sem hrs cr

This course, which explores quality control in actual situations, examines the design and organizational and technical aspects of a cost-effective quality program. Advanced concepts in sampling plans, control charts, tolerance specifications, vendor certification and rating, product liability, and quality audits are all examined. Statistical process control furnishes the basis for data collection and examination. Prerequisite: IMT 225 or permission of the Associate Dean of Career Education.

IMT 247 PRODUCTION AND INVENTORY MANAGEMENT 3 sem hrs cr

This course is the study of production and inventory management, purchasing, work simplification, value analysis, forecasting and calculation, and value of economic order quantity. Master planning, material requirements planning, capacity requirements planning, and production activity control are also covered. Course correlates with the educational requirements for the American Production and Inventory Control Society examination.

IMT 250 ADVANCED COMPUTER INTEGRATED MANUFACTURING 4 sem hrs cr

This course is the culmination of the Computer Aided Manufacturing Concentration of the General Technology Major. The course is an advanced study of computer integrated manufacturing (CIM) in industry. The content includes the strategic, leadership, operational, and material flow process associated with the planning and implementation of CIM. Emphasis is placed on student involvement in a hands-on, manufacturing environment where the students produce a product on a fully automated production line. Prerequisites: IMT 115, IAT 114, IAT 205, and IAT 210.

IMT 299 TOPICS IN INDUSTRIAL MANAGEMENT 1-5 sem hrs cr

Selected topics in industrial management; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor and the Associate Dean of Career Education. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

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INDUSTRIAL TECHNOLOGY

- IAT 101 APPLIED BLUEPRINT READING** 3 sem hrs cr
This course is designed to develop skills in blueprint reading and sketching skills needed in the shop by journeymen in the metal working industry. Topics of study will include surface finishes, fits, tolerances, graphic language, dimensioning, working drawings, and isometrics.
- IAT 114 MANUFACTURING PROCESSES** 3 sem hrs cr
This course is a study of modern materials and processes in manufacturing, including casting and forming, machining process, welding and allied processes, and techniques related to manufacturing. Several field trips to local manufacturing industries will be included. (Formerly ERG 114)
- IAT 120 METALLURGY** 3 sem hrs cr
This course is designed to develop skills in materials identification and characteristics, practical application, heat treatment of various steels, and tools used in the machine shops.
- IAT 180 MACHINERY'S HANDBOOK** 3 sem hrs cr
This course is designed to develop the apprentice's ability to utilize the vast amount of technical information found in the Machinery's Handbook, a standard reference book for the mechanical industry in use throughout the world.
- IAT 204 COMPUTER NUMERICAL CONTROL (CNC)** 4 sem hrs cr
This lecture/laboratory course is an introduction to computer machining. It explores creative ways to program, as well as the geometry of programming, and teaches the application of computers in industry.
- IAT 205 COMPUTER AIDED MANUFACTURING** 4 sem hrs cr
This course covers the methods of interfacing computer aided design (CAD) with computer numerical control (CNC) manufacturing equipment. The course emphasizes practical learning as the student transfers designs prepared in computer-aided design to a CNC device using a state-of-the-art computer aided manufacturing system. Mechanical parts will actually be produced on modern CNC machines. Prerequisites: IAT 204 and ERG 201 or permission of the Associate Dean of Career Education.
- IAT 208 NONTRADITIONAL MACHINING PROCESSES** 3 sem hrs cr
This course examines the special characteristics that distinguish nontraditional machining processes from traditional machining processes. It is a study of those processes which apply to a wide variety of mechanical, electrical, thermal and chemical material removal.
- IAT 210 ROBOTICS** 3 sem hrs cr
This lecture/laboratory course presents the major categories of robots, how they are taught, and how to achieve a combination tool motion and orientation that is beyond human capability to execute but not to understand. The course emphasizes practical skills in programming an individual six axis robot to accomplish assigned tasks. Each student will accomplish a project to program the robot for a specific function in a manufacturing process. oral reports and a final written report are required. Prerequisite: ERG 181 or the permission of the Associate Dean of Career Education.
- IAT 215 PROGRAMMABLE CONTROLLERS** 3 sem hrs cr
This lecture/laboratory course is a study of the electrical devices designed to control machines and industrial processes automatically. The content provides an overview of the central system or group of systems which can control, monitor and change basic manufacturing operations to provide maximum production flexibility.
- IAT 230 FLUID POWER** 4 sem hrs cr
This laboratory/lecture course covers hydraulics and pneumatic principles, systems, and components. Along with these principles and operating characteristics of fluid power, laboratory experiments are used to diagnose systems problems and to illustrate the proper installation of components.
- IAT 299 TOPICS IN INDUSTRIAL TECHNOLOGY** 1-5 sem hrs cr
Selected topics in industrial technology; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor and the Associate Dean of Career Education. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

INTERDISCIPLINARY STUDIES**IDS 101 THE HUMANITIES IN A TECHNOLOGICAL AGE 2 sem hrs cr**

This course links the methods and insights of humanities with technologies in examining problems facing persons in all types of occupations in contemporary society. The emphasis in the course stresses the perspectives and techniques of the humanities so as to humanize our necessary use and dependency on technology. The course examines the ways in which the humanities and technology have worked together and against each other historically and then analyzes the relationship of technology and the humanities and their impact on social, civic, and economic values in contemporary America. Prerequisite: ENG 101.

IDS 299 TOPICS IN INTERDISCIPLINARY STUDIES 1-5 sem hrs cr

Selected topics in interdisciplinary studies; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor and the Associate Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

MARKETING**MKT 281 PRINCIPLES OF MARKETING 3 sem hrs cr**

This course is a study of the fundamentals of marketing. Topics to be covered include the functions, principles, processes, institutions, and trends concerning the distribution of consumer and industrial goods and services. Case-study methodology will be used to stimulate inquiry and to emphasize the applicability of the material covered.

MKT 283 ADVERTISING AND PROMOTIONAL STRATEGY 3 sem hrs cr

This course is a study of advertising and the promotional aspects of a firm's marketing program. Topics include the promotional elements associated with advertising, personal selling, public relations, and sales promotion activities. Special emphasis is placed on the development of the advertising plan including strategies, objectives, budget, and media selections and scheduling. Recommended prerequisite: MKT 281

MKT 285 SALESMANSHIP 3 sem hrs cr

This course is a study of the philosophy, principles, theory and techniques of the sales/exchange process relative to different types of sales activities and products. Topics include consumer buying motives, persuasive techniques, and sales force management. Actual sales demonstrations are performed by students. Recommended prerequisite: MKT 281

MKT 299 TOPICS IN MARKETING 1-5 sem hrs cr

Selected topics in marketing; a course for students interested in pursuing specific projects under the supervision of the discipline instructor and approved by the advisor and the Associate Dean of Career Education. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

MATHEMATICS

Courses in the mathematics discipline are developed to encourage students to understand the methods of assimilating information using mathematical, quantitative, and information processing skills, to promote development of skills which may contribute to career opportunity and success, and to provide the basis and foundation upon which a major in a mathematics-related field may be built.

PLACEMENT IN MATHEMATICS COURSES

Students who are under 21 years of age who have satisfactorily met the 1989 Admissions Requirements in mathematics (Algebra I, Algebra II, and Geometry) and whose ACT composite scores in mathematics subscores are 19 (16 if taken before October 1989) are eligible to enroll in a college level mathematics course. Students whose ACT composite scores are 18 (15 if taken before October 1989) or who are 21 years of age or older are required to take the Academic Assessment and Placement Program test as a condition of enrollment. Students under 21 years of age whose ACT composite scores are 19 (16 if taken before October 1989) must be assessed in mathematics. Returning/readmit, transient, or transfer students are also subject to the provisions for assessment in mathematics before they can enroll in a college level mathematics course. Assessment results indicate whether students are eligible for enrolling in a college math course or must meet prerequisite requirements in remedial or developmental math courses. College math courses are denoted with a MAT discipline code and have course numbers greater than 100.

Students may not register for remedial or developmental courses without being assessed. Students who graduate from high school spring 1989 or after and who are admitted to the college as first-time, degree-seeking students in a University Parallel major, must comply with the 1989 Admissions Requirements. See page 17 for information on required mathematics units and provisions for removing math deficiencies.

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HIGH SCHOOL PREREQUISITES FOR COLLEGIATE MATHEMATICS

Mathematics courses which meet the general education requirement for mathematics in a university parallel major have prerequisites of Algebra I, Algebra II, and Geometry. Specific prerequisites for each mathematics course are provided with individual course descriptions. Students who have not met prerequisite requirements in mathematics must take the mathematics portion of the AAPP test and enroll in courses prescribed by test results.

SELECTION OF MATHEMATICS COURSES TO MEET GENERAL EDUCATION REQUIREMENTS

Mathematics courses identified in each major and area of emphasis are recommended by the mathematics faculty, but other courses may be appropriate to meet the general education requirement. Students choosing mathematics courses to meet the general education requirement in the University Parallel major should select courses appropriate for the baccalaureate granting institution and major which they intend to pursue after graduating and/or transferring from Motlow College. If there is doubt about the proper choice of courses, see a member of the mathematics faculty.

MATHEMATICS LABORATORY

The mathematics laboratory provides help for any Motlow student needing individual instruction and practice in developing specific mathematics skills and understanding mathematical concepts. No fees are charged for tutorial service or assistance in mathematics; however, students must be currently enrolled at Motlow. No academic credit is given for participation.

MATHEMATICS FOR ADMISSION DEFICIENCIES

MAT 099 is for students who must work off a geometry deficiency from high school. Hours earned in MAT 099 may not be used in a degree or certificate program. See page 16 for more information concerning 1989 admission requirements.

MAT 099 GEOMETRY 3 sem hrs cr

This course includes a study of two-dimensional and three-dimensional figures and their properties; symmetry, congruence, and similarity; the Pythagorean theorem and special right-triangle relationships; drawing geometrical figures; and writing proofs. Prerequisite: Documented competency in RSM 070, DSM 080 and DSM 081 skills.

COLLEGIATE MATHEMATICS

MAT 120 MATHEMATICS FOR HEALTH PROFESSIONS 1 sem hr cr

This course is a study of the metric, Apothecaries', and household systems of measurement; medical abbreviations; the mathematics of preparation and administration of oral and parenteral medication, intravenous medications, and solutions. This course may not be used to meet the general education mathematics requirement in the University Parallel major. Prerequisite: Documented eligibility for collegiate mathematics.

MAT 121 APPLIED TECHNICAL MATHEMATICS 3 sem hrs cr

This course covers principles of algebra, geometry, and trigonometry as they apply to problems in the shop and tool room. Measurement of plane figures, problems in construction, mathematics principles of screw threads and gears, logarithms, and tool engineering are also covered. This course may not be used to meet the general education mathematics requirement in the University Parallel major. Prerequisite: Documented eligibility for collegiate mathematics.

MAT 122 APPLIED BUSINESS COMPUTATIONS 3 sem hrs cr

This course is a comprehensive study of the business applications of mathematical principles using touch method skills developed on office electronic calculators. Applications to be covered include: Negotiable instruments, markup, simple and compound interest, installment credit, insurance, real estate and securities investments, earnings distributions, annuities, payroll and taxes, merchandising, and valuation of assets. This course may not be used to meet general education mathematics requirement in the University Parallel major. Prerequisite: Documented eligibility for collegiate mathematics.

MAT 123 MATHEMATICS FOR ELEMENTARY EDUCATION 3 sem hrs cr

This course is a conceptual approach to the study of the properties of number sets within the real number system; fundamental operations on whole numbers, integers, rational numbers, and real numbers; elementary number theory; mathematics for the consumer; and an introduction to elementary geometry. This course may be used in only the Interdisciplinary Studies area of emphasis (Early Childhood Education and Elementary Education emphases) to meet the general education mathematics requirement. Prerequisites: Documented eligibility for collegiate mathematics; one high school credit each in algebra I, algebra II, and geometry.

MAT 124 CONCEPTS OF GEOMETRY 3 sem hrs cr

Topics include measurement, congruence, similarity, and graphing; constructions, theorems, and proofs in both non-coordinate and Cartesian settings; historical development of geometry as a tool. Activities will include creating models and manipulatives. This course may be used in only Interdisciplinary Studies Area of Emphasis (Elementary Education) to meet the general education mathematics requirement. Prerequisites: Documented eligibility for collegiate mathematics; one high school credit each in algebra I, algebra II, and geometry.

MAT 125 CONCEPTS OF MATHEMATICS 3 sem hrs cr

Topics include numeration systems using different bases, logic and proof, problem-solving techniques, geometry of shapes and measurement, similarity and proportions, rational exponents, and the real number system. This course may be used in only Interdisciplinary Studies Area of Emphasis (Early Childhood, Prekindergarten-3) to meet the general education mathematics requirement. Prerequisite: MAT 123.

MAT 126 CONTEMPORARY MATHEMATICS 3 sem hrs cr

This course is a study of problem solving techniques using sets and logic, equations, geometry, functions, probability and statistics, and math of consumer finances. Additional topics from the history of mathematics, trigonometry, calculus, and graphing applications are included. Prerequisites: Documented eligibility for collegiate mathematics; one high school credit each in algebra I, algebra II, and geometry.

MAT 131 FINITE MATHEMATICS 3 sem hrs cr

This course is a study of linear and quadratic equations and inequalities, applications of linear systems, functions, linear programming, determinants, matrices, probability, compound interest, and annuities. Prerequisites: Documented eligibility for collegiate mathematics; one high school credit each in algebra I, algebra II, and geometry.

MAT 133 CALCULUS FOR BUSINESS APPLICATION 3 sem hrs cr

This course is an intuitive approach to the concepts of limits and the differential and integral calculus with applications to business, economics, and related fields. Prerequisite: MAT 131

MAT 151 COLLEGE ALGEBRA 4 sem hrs cr

As a survey of algebra topics, this course includes a study of the complex number system, polynomials, factoring, radical and exponential forms, systems of linear and quadratic equations, matrices, determinants, logarithms, first and second degree equations and inequalities, functions and graphs. Applications that relate to analytic geometry and calculus are given throughout the course, especially in the areas of equations of lines, partial fractions, conic sections, domain and range of functions, and other selected topics. Prerequisites: Documented eligibility for collegiate mathematics; one high school credit each in algebra I, algebra II, and geometry.

MAT 152 PLANE TRIGONOMETRY 3 sem hrs cr

This course is a study of trigonometric functions and their application to right and oblique triangles, linear and angular velocities, vectors, graphical representation of trigonometric functions, inverse trigonometric functions, identities and conditional equations, composite angle formulas, and other selected topics. Prerequisite: MAT 151 or permission of the Associate Dean of Liberal Arts.

MAT 155 ALGEBRA COMPUTER APPLICATIONS 1 sem hr cr

This course is an optional supplement to the collegiate algebra courses, featuring computer demonstrations and projects as well as extensive use of a graphics calculator. Demonstrations will be used to enhance the understanding of algebraic theory. Explorations will collect data, model real-world situations, and apply algebraic concepts to find a solution using current technology. This course may not be used to meet the general education mathematics requirement in the University Parallel major. Prerequisite or corequisite: MAT 131 or MAT 151 or MAT 152.

MAT 251 ANALYTIC GEOMETRY AND CALCULUS I 5 sem hrs cr

This course is a study of selected topics in advanced algebra and plane analytic geometry including conic sections; functions, including their limits and continuity; derivatives of algebraic expressions and their applications to graphing, maxima and minima, and related rates; integration of algebraic expressions and area between curves. Prerequisites: Documented eligibility for collegiate mathematics; at least four high school credits in college preparatory mathematics to include algebra I, algebra II geometry, and trigonometry or MAT 151 and MAT 152.

MAT 252 CALCULUS II 5 sem hrs cr

This course is a study of geometric approach to limits and continuity; differentiation and integration of trigonometric, inverse trigonometric, logarithmic, exponential and hyperbolic functions; integration techniques including substitution, parts and partial fractions; application of the integral; parametric equations; polar coordinates; and rotation and translation of the axes. Prerequisite: MAT 251.

MAT 253 CALCULUS III 5 sem hrs cr

This course is a study of limits and continuity by the epsilon-delta method; indeterminate forms; sequences and series; vectors in the plane; solid analytic geometry; partial derivatives; and multiple integrals. Prerequisite: MAT 252.

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MAT 255 CALCULUS COMPUTER APPLICATIONS 1 sem hr cr

This course is an optional supplement to the calculus courses, featuring computer demonstrations and projects as well as extensive use of a graphics calculator. Demonstrations will be used to enhance the understanding of algebraic theory. Explorations will collect data, model real-world situations, and apply algebraic concepts to find a solution using current technology. This course may not be used to meet the general education mathematics requirement in the University Parallel major. Prerequisite or corequisite: MAT 133 or MAT 251 or higher.

MAT 273 DIFFERENTIAL EQUATIONS 3 sem hrs cr

This course is a study of ordinary differential equations with applications, numerical solutions, power series, and LaPlace transforms. Prerequisite: MAT 253.

MAT 299 TOPICS IN MATHEMATICS 1-5 sem hrs cr

Selected topics in mathematics; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor and the Associate Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

MUSIC

MUS 105 MUSIC APPRECIATION 3 sem hrs cr

This course is designed to develop the student's awareness of music from many historical style periods, as well as music from diverse cultures and modern streams of musical thought, including popular, rock, jazz, computer, and video music.

MUS 131 CLASS PIANO I 1 sem hr cr

MUS 132 CLASS PIANO II 1 sem hr cr

These courses provide group instruction in basic keyboard skills for students with no prior experience. Each course progressively develops keyboard skills. The courses must be taken sequentially.

MUS 141 ENSEMBLE: CHOIR I 1 sem hr cr

MUS 142 ENSEMBLE: CHOIR II 1 sem hr cr

MUS 143 ENSEMBLE: CHOIR III 1 sem hr cr

MUS 144 ENSEMBLE: CHOIR IV 1 sem hr cr

MUS 151 ENSEMBLE: JAZZ-ROCK I 1 sem hr cr

MUS 152 ENSEMBLE: JAZZ-ROCK II 1 sem hr cr

MUS 161 ENSEMBLE: CHAMBER I 1 sem hr cr

MUS 162 ENSEMBLE: CHAMBER II 1 sem hr cr

MUS 163 ENSEMBLE: CHAMBER III 1 sem hr cr

MUS 164 ENSEMBLE: CHAMBER IV 1 sem hr cr

These courses offer a variety of performance options: choir, jazz-rock, and chamber. Enrollment in these courses permits the students to perform in college productions. The choir and jazz-rock components are open to any student; the chamber component requires instructor's consent.

MUS 171 CLASS GUITAR I 1 sem hr cr

MUS 172 CLASS GUITAR II 1 sem hr cr

These courses provide group instruction in basic guitar skills for students with beginning or intermediate experience. Each course progressively develops guitar skills. The courses must be taken sequentially.

MUS 181 STAGE BAND I 1 sem hr cr

MUS 182 STAGE BAND II 1 sem hr cr

These courses are designed to allow students with a variety of performance backgrounds to participate in an ensemble designed to represent the college. Enrollment will be through the consent of the instructor. (3 hours a week)

MUS 252 FUNDAMENTALS OF MUSIC FOR SCHOOL AND COMMUNITY 3 sem hrs cr

This course is designed to develop basic music skills and understanding of elementary music concepts. Music fundamentals including scales, chords, meters, and rhythm will be applied to at least one of the following instruments or technique: guitar, piano, recorder, percussion, and singing. Specific emphasis will be given to using musical skills in elementary education and community participation.

MUS 299 TOPICS IN MUSIC 1-5 sem hrs cr

Selected topics in music; a course for students interested in pursuing specific projects under the supervision of the discipline instructor and approved by the advisor and the Associate Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

NURSING

NET 135 NURSING TRANSITION 4 sem hrs cr

This course is designed to assist the transition from Licensed Practical Nurse or Diploma Nursing program to Associate Degree Nurse. Guided learning experiences are drawn from the first nursing course (NET 141) to provide a theoretical background congruent with the nursing program. The curriculum threads emphasized are nursing process, communication and teaching/learning techniques, physical assessment and fluid/electrolyte needs. Prerequisite: Acceptance into the nursing program, current LPN licensure. Corequisite: NET 140.

NET 140 ROLE OF THE ASSOCIATE DEGREE NURSE 1 sem hr cr

This course is designed to introduce the student to the role and competencies of the Associate Degree Nurse student and graduate; the philosophy and conceptual framework (Adaptation Model for Nursing) of the program; the use of the nursing process to provide patient care; and selected ethical, historical, and legal aspects of the nursing profession. Licensed Practical Nurses or recent transfer students from diploma nursing programs who successfully challenge NET 141 are required to take this course in the appropriate sequence. Co-requisite: NET 141 or NET 135.

NET 141 NURSING CARE I 8 sem hrs cr

Guided learning experiences introduce the student to health maintenance of the individual, the health care system, and the participation of the nurse within that system. Curriculum threads emphasized are stress adaptation, nursing process, communication and teaching/learning techniques of adults and children, and introduction to human growth/development and cultural diversity. Introductions to clinical laboratory objectives are designed to assist the student in learning basic nursing psychomotor skills; use of the nursing process to assess mental and physical health needs of adults and children; identification of nursing diagnoses; planning interventions for safety and hygiene; and the principles and techniques of barrier nursing and of administration of nonparenteral therapeutic agents. Clinical experience is provided in area hospitals and health care agencies. (5 hours lecture - 9 hours laboratory) Prerequisites: Acceptance into the nursing program; CPR certification for health care providers; BIO 141. Co-requisite: NET 140

NET 142 NURSING CARE II 9 sem hrs cr

Guided learning experiences focus on caring for the family unit through the normal reproductive process, childbearing, parenting, maintenance of the family process, growth and development, women's/men's health needs, and sensory perception of adults and children, and drug therapy. Curriculum threads emphasized are nursing process, growth and development across the life span, stress adaptation, communication skills with adults and children, legal-ethical issues related to families, and cultural diversity. Classroom laboratories include the principles and techniques of surgical asepsis and of administering parenteral medications, women's and men's health management and care of the newborn. Clinical objectives focus on the student's ability to use the nursing process in planning nursing interventions, in implementation of interventions, and in beginning evaluation of the care given. Clinical experience is provided in area hospitals and health care agencies. (5 hours lecture - 12 hours laboratory) Prerequisites: BIO 271, ENG 101, MAT 120, NET 140, NET 141 or NET 135.

NET 144 NURSING PHARMACOLOGY I 1 sem hr cr

This course introduces pharmacological aspects of nursing for adults and children including legal considerations, classifications, actions, usages, side effects, and nursing interventions of commonly used drugs. Prerequisite: NET 140, NET 141. Corequisite: NET 142.

NET 145 NURSING PHARMACOLOGY II 1 sem hr cr

This course focuses on pharmacological aspects of nursing care for adults and children experiencing acute and chronic illnesses including classifications, actions, usages, side effects, and nursing interventions of commonly used drugs. Prerequisite: NET 142, NET 144.

NET 213 SEMINAR IN NURSING 1 sem hr cr

This course focuses on ethical, legal, and professional trends and issues in nursing, and on selected aspects of leadership and management. Varying responsibilities and roles of nurses in hospitals and other agencies are explored, as are the needs of the graduate associate nurse for adaptation to the work setting. Curriculum threads emphasized are nursing process, stress adaptation, and self-vocational growth. Group discussions, student presentations, and guest speakers are included. Prerequisites: BIO 231, PSY 290, NET 241. Co-requisite: NET 242.

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NET 241 NURSING CARE III8 sem hr cr

Guided learning experiences focus on caring for adults and children with alterations in cardiac output, tissue perfusion, and ventilation; alterations in mobility; alterations in nutrition and bowel elimination; anticipatory grieving, powerlessness in effective coping, dysfunctional grief; potential for violence and potential for traumatic injuries. Curriculum threads emphasize nursing process, stress adaptation, communication skills, legal-ethical issues, self-growth, the teaching/learning process, and cultural diversity. Classroom laboratories include principles and techniques of oxygenation therapy, intravenous therapy, hemodynamic monitoring, nasogastric lavage/gavage and suctioning, ostomy care, parenteral nutrition, and crisis intervention. Clinical objectives focus on students' ability to use nursing process to organize care for multiple patient assignments. Clinical experience is provided in area hospitals and health care agencies. Satisfactory demonstration of first level clinical skills is required the first week of this course. (5 hours lecture - 9 hours laboratory) Prerequisites: BIO 272, ENG, 102, HED 223, CST 105, PSY 131, NET 142, NET 145, and CPR recertification.

NET 242 NURSING CARE IV9 sem hrs cr

Guided learning experiences focus on caring for adults and children with chronic conditions resulting in altered thought process, alterations in urinary elimination, alterations in cellular metabolism, and emergency care. Students apply the nursing process to multiple patients with chronic health problems requiring restorative and supportive care. Curriculum threads include nursing process, stress adaptation, communication skills, the teaching/learning process, cultural diversity, and self growth. Classroom laboratories include principles and techniques of neurological assessment, blood and blood products therapy, code/arrest therapy, renal irrigations/diversion, and reality orientation. Clinical objectives focus on the students' ability to use the nursing process to perform the competencies of the associate degree nurse identified by the NLN Associate Degree Council, 1990. Clinical experiences are provided in area hospitals and long-term care facilities. (5 hours lecture - 12 hours laboratory) Prerequisites: BIO 231, NET 241, PSY 290. Co-requisite: NET 213.

NET 260 REGISTERED NURSE REFRESHER COURSE3 sem hrs cr

This course is designed per criteria of the Tennessee State Board of Nursing as a refresher course for Registered Nurses who have been out of practice for five years or more. The use of the nursing process for provisions of patient care is emphasized. Basic nursing theory and patient care skills are reviewed. Classroom laboratory and hospital laboratory learning experiences are provided. (2 hours lecture - 3 hours laboratory) Prerequisite: Previous licensure as a Registered Nurse.

NET 265 HEALTH ASSESSMENT FOR NURSES3 sem hrs cr

This course is designed to aid the nurse in developing beginning skills in interviewing for a health history, in reporting health history, and in the principles and techniques of physical examination of all body systems of adults and children. A unit on geriatrics is included. Prerequisite: Licensure as a Registered Nurse or Licensed Practical Nurse.

NET 270 NURSING MANAGEMENT3 sem hrs cr

This course is designed to teach the principles and techniques of first line management for registered nurses preparing for the role of charge nurse or team leader. Prerequisite: Licensure as a Registered Nurse.

NET 299 TOPICS IN NURSING1-5 sem hrs cr

Selected topics in nursing. Second-year nursing students may pursue an indepth study in a specialized area of nursing under the advisement of a nursing faculty member. This course may be recommended for transfer or readmission students who need special assistance in selected areas. Approval of the Director of Nursing Education and the Associate Dean of Career Education is required. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

OFFICE SYSTEMS TECHNOLOGY

OST 101 COLLEGE TYPEWRITING I3 sem hr cr

This course includes the development of techniques for touch typewriting, keyboard, and machine parts with emphasis on speed building. Other topics include centering, rough draft material, personal and business letters, envelopes, simple manuscripts, and tabulations. Credit is not allowed after successfully completing OST 102 or OST 201. This course cannot be challenged if OST 102 is a degree requirement. If a student has had the equivalent of this course, an elective may be substituted for this course.

OST 102 COLLEGE TYPEWRITING II3 sem hrs cr

This course is continued development of typewriting techniques with emphasis on increasing speed and accuracy in the production of business correspondence, interoffice memos, administrative and employment communications, manuscripts, ruled tabulations, and business forms. Prerequisite: OST 101 or its equivalent.

- OST 111 BEGINNING SHORTHAND** 3 sem hrs cr
 This course includes the theory of Gregg Shorthand, Series 90, with emphasis on reading and writing shorthand from textbook, homework notes, and dictation. Transcription on the typewriter is introduced with emphasis on transcribing skills. Credit is not allowed for students who have successfully completed OST 112. This course cannot be challenged if OST 112 is a degree requirement. If the student has had the equivalent of this course, an elective may be substituted for this course. Prerequisite or co-requisite: OST 101 or its equivalent.
- OST 112 INTERMEDIATE SHORTHAND** 3 sem hrs cr
 This course includes continued development of dictation and transcribing skills with increased emphasis on speed building. Mailable transcripts are introduced. Prerequisites: OST 111 or its equivalent and OST 101 or its equivalent.
- OST 115 MACHINE TRANSCRIPTION** 3 sem hrs cr
 This course is designed to develop skill in machine transcription of business, legal, and medical dictation. The following topics will be emphasized: machine operation, listening, business and technical vocabulary, formatting, editing, proofreading, and development of speed and accuracy. Various types of documents will be transcribed as mailable copy. Additional lab may be required. Prerequisites: ENG 101 and (OST 102 or its equivalent).
- OST 201 WORD PROCESSING PRODUCTION** 3 sem hrs cr
 This course develops speed, accuracy, and production using the microcomputer and the electronic typewriter. Course content covers in-basket projects of a modern business enterprise. Project areas may include personnel, convention, medical, financial, and legal services. Prerequisites: OST 102 and CST 124 or permission of the Associate Dean of Career Education.
- OST 203 OFFICE MANAGEMENT** 3 sem hrs cr
 This course is a study of office management principles; leadership; motivation; job enrichment; organizational communication; interviewing techniques; office organization and functions; office layout and equipment; the selection, training, and supervision of office personnel; planning, organizing, and controlling office services. It is recommended that this course be taken in the spring semester prior to graduation.
- OST 213 OFFICE PROCEDURES** 3 sem hrs cr
 This course is a study of the duties of the secretarial worker in the traditional office environment, while emphasizing professionalism in grooming, office etiquette, and human relations. Office procedures studied include mail processing use of communication services, office equipment and supplies, travel and conference arrangements, and collection and presentation of business data.
- OST 221 RECORDS MANAGEMENT** 3 sem hrs cr
 This course emphasizes the importance of records storage, transmission, and retrieval; and includes rules for alphabetic, subject, numeric, and geographic records storage. Microrecords, card records, and automated records systems are also emphasized. Records equipment, supplies, and procedures are covered; and practical application is provided through a practice set.
- OST 299 TOPICS IN OFFICE SYSTEMS TECHNOLOGY** 1-5 sem hrs cr
 Selected topics in office systems technology; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor and the Associate Dean of Career Education. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

PHYSICAL EDUCATION

ACTIVITY COURSES

- PED 101 BADMINTON** 1 sem hr cr
 This course is designed to develop basic skills and understanding of badminton. (2 hours per week)
- PED 102 VOLLEYBALL** 1 sem hr cr
 This course is designed to develop basic skills and understanding of volleyball. (2 hours per week)
- PED 103 AEROBIC WALKING** 1 sem hr cr
 This course is designed for individuals who want to begin a physical fitness program or further develop a walking program already in place. (2 hours per week)
- PED 104 DANCE EXERCISE** 1 sem hr cr
 This course is designed for conditioning in which the student works vigorously on flexibility, muscle toning, and cardiovascular fitness through choreographed music routines. Special attention is given to proper nutrition and fitness principles. (2 hours per week)

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- PED 108 FOLK AND SQUARE DANCE**1 sem hr cr
The first half of this course provides an introduction to an instruction in folk dances from countries around the world. The second half of the course provides instruction and participation in beginning square dances. (2 hours per week)
- PED 109 ARCHERY**1 sem hr cr
This beginning course provides instruction and practice in the basic fundamentals of archery. (2 hours per week)
- PED 110 GOLF**1 sem hr cr
This beginning course provides instruction and practice in the basic fundamentals of golf. Student is required to play three rounds of golf during the semester. (2 hours per week)
- PED 111 TENNIS**1 sem hr cr
This beginning course provides instruction and practice in the basic fundamentals of tennis. (2 hours per week)
- PED 113 BOWLING**1 sem hr cr
This course is designed to develop basic bowling skills and examines the history and scoring of recreational bowling. Student is responsible for transportation and lane fees. (2 hours per week)
- PED 114 SOCCER**1 sem hr cr
This course is designed to develop an understanding of the rules of soccer and an acquisition of basic skills. (2 hours per week)
- PED 115 BODY BUILDING AND WEIGHT LIFTING**1 sem hr cr
This course is designed for body building and conditioning through the use of weights and a gym machine. (2 hours per week)
- PED 116 BEGINNING RACQUETBALL**1 sem hr cr
This course provides beginning instruction in racquetball. Techniques emphasized include the forehand, the backhand, and serve. Aspects of safety will also receive attention. A fee for facility use will be assessed. (2 hours per week)
- PED 118 BICYCLING**1 sem hr cr
This course is designed to develop basic skills for cycling, including improved physical fitness and cardiovascular endurance. Short and long distance rides are required. Student is responsible for providing own bicycle. (2 hours per week)
- PED 119 BODY AEROBICS**1 sem hr cr
This course will focus on developing and accomplishing the objectives of an individual workout program. Activities include use of weights, jogging, jumping rope, aerobic exercise, minitramp, stationary bike, etc. Other fitness topics will include food value and stress control. (2 hours per week)
- PED 120 SNOW SKIING**1 sem hr cr
This course introduces the student to basic techniques in snow skiing. Students will participate in five sessions of skiing (four days, one night) at Appalachian Ski Mountain in conjunction with French-Swiss Ski College in Boone, North Carolina. An additional fee is required to cover the cost of housing, equipment, lift expenses, and professional instruction.
- PED 121 CONDITIONING EXERCISES**1 sem hr cr
The course focuses upon physical self awareness and development. It is designed for the student who is interested in improving vitality, graceful movement patterns, and skill in performing sports. (2 hours per week)
- PED 124 JOGGING FOR FITNESS**1 sem hr cr
This course is designed to help the student develop jogging as a technique of exercise and to improve physical fitness. (2 hours per week)
- PED 131 ADAPTIVE PHYSICAL EDUCATION I**1 sem hr cr
This course is designed to develop the handicapped student physically, mentally, and socially, through counseling and physical activities that will benefit the student in these areas. Verification of eligibility is required through the Associate Dean of Liberal Arts. (2 hours per week)
- PED 132 ADAPTIVE PHYSICAL EDUCATION II**1 sem hr cr
This course is a continuation of PED 131. Verification of eligibility is required through the Associate Dean of Liberal Arts. (2 hours per week)

- PED 141 VARSITY ATHLETICS I** 1 sem hr cr
 Students participating on the appropriate varsity athletic team will register for "Varsity Athletics." No student will be allowed to register without the approval of the varsity coach. This course may not be used to meet the minimum physical education activity requirement.
- PED 142 VARSITY ATHLETICS II** 1 sem hr cr
 This course is a continuation of PED 141. No student will be allowed to register without the approval of the varsity coach. This course may not be used to meet the minimum physical education activity requirement.
- PED 151 BEGINNING SWIMMING** 1 sem hr cr
 This beginning course equips the individual with basic water safety skills and knowledge for activities in, on, or about the water and includes instructions in the basic skills of good swimming technique. Student is responsible for own transportation to site of class. (2 hours per week)
- PED 152 INTERMEDIATE SWIMMING** 1 sem hr cr
 This intermediate course in swimming is designed to provide the student with the opportunity to learn the elements of good swimming technique. These elements include four individualized strokes and some emphasis on safety and rescue techniques. Certification by American Red Cross is possible. Student is responsible for own transportation to site of class. (2 hours per week)
- PED 153 ADVANCED SWIMMING AND LIFE SAVING** 1 sem hr cr
 This course is designed to provide the student with the knowledge and skills to save his or her own life or the life of another in the event of a water-related accident or emergency. The student will also have an opportunity to improve his or her swimming ability. Certification by American Red Cross is possible. Student is responsible for own transportation to site of class. Prerequisite: PED 152 or permission of the Associate Dean of Liberal Arts. (2 hours per week)
- PED 155 SCUBA DIVING** 1 sem hr cr
 This course introduces the student to SCUBA diving. Students will develop skills in a swimming pool and also in an open water setting. The theory and background of SCUBA techniques and equipment use will be addressed with safety emphasized. Certification by the National YMCA SCUBA Program is possible. An additional fee is required to cover the cost of equipment. Student is responsible for own transportation to site of class. Students must pass a swimming/watermanship ability evaluation. Students must be physically and mentally fit to SCUBA dive. A medical screening questionnaire will be administered and a physical examination by a physician may be required. (2 hours per week)

PROFESSIONAL COURSES

The professional courses in physical education are intended primarily for those students following an area of emphasis in physical education, recreation, or related areas. These courses do not satisfy the physical education activities requirement.

- PED 200 FOUNDATIONS OF PHYSICAL EDUCATION** 3 sem hrs cr
 This course examines the history of physical education as a profession and introduces the student to developments and directions in careers related to health, physical education, and recreation. The biological, physiological, and psychological bases of physical education are studied.
- PED 205 COACHING BASKETBALL** 2 sem hrs cr
 This course emphasizes theories and practices of coaching basketball, with attention to team play, rules, and the coaching of individual performance.
- PED 206 COACHING BASEBALL** 2 sem hrs cr
 This course emphasizes theories and practices of coaching baseball, with attention to team play, rules, and the coaching of individual performance.
- PED 207 PREVENTION AND CARE OF ATHLETIC INJURIES** 3 sem hrs cr
 This course gives an overview of common injuries in various sports, safety procedures, first aid, conditioning, taping and bandaging, and training room maintenance. Prevention of injuries, rehabilitation, and general fitness are stressed.
- PED 208 OFFICIATING** 3 sem hrs cr
 This course is designed to prepare individuals to meet T.S.S.A.A. requirements for officiating in baseball, basketball, football, volleyball, and soccer.

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- PED 211 INTRODUCTION TO RECREATION** 3 sem hrs cr
This course examines the development of recreation and parks, the interrelationship of recreation with other fields, and recreation's changing role in society.
- PED 212 CAMPING AND OUTDOOR RECREATION** 3 sem hrs cr
This course involves the development of recreational camping skills, program planning, and leadership training for camp leaders and counselors.
- PED 241 GAMES, RELAYS, SELF-TESTING ACTIVITIES - ELEMENTARY CHILDREN** 3 sem hrs cr
This course is a study of techniques and materials for teaching games, relays, and rhythmic activities suitable for the elementary school child. (Normally offered during the spring semester only)
- PED 299 TOPICS IN PHYSICAL EDUCATION** 1-5 sem hrs cr
Selected topics in physical education; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor and the Associate Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

PHYSICS

- PHY 101 INTRODUCTION TO PHYSICAL SCIENCE** 4 sem hrs cr
This course is a study of selected topics from general physics and general chemistry. Subject matter includes such topics as forces, laws of motion, light, heat, atoms, molecules, and reactions. This course is offered for non-science majors. (3 hours lecture - 2 hours laboratory) (Normally offered during the fall semester only)
- PHY 211 COLLEGE PHYSICS I** 4 sem hrs cr
This course is an applied physics study of the basic laws and principles of technical measurement, forces, vectors, equilibrium, velocity and acceleration, work, energy, and power, basic laws and principles of rotational motion, simple machines, and properties of solids and fluids. (3 hours lecture-2 hours laboratory) Prerequisite or co-requisite: MAT 121 or its equivalent. (Formerly ERG 171)
- PHY 212 COLLEGE PHYSICS II** 4 sem hrs cr
This course is an applied physics study of temperature, heat transfer, heat gas laws, and thermodynamic applications, basic laws and principles of electrostatics, direct current, magnetism, alternating current, sound, light and nuclear physics. (3 hours lecture-2 hours laboratory) Prerequisite: PHY 211. (Formerly ERG 172)
- PHY 231 GENERAL PHYSICS I** 4 sem hrs cr
This calculus-based course is intended for science and engineering students. Subjects covered include mechanics, heat and thermodynamics, and waves. (3 hours lecture - 3 hours laboratory) Prerequisites: MAT 251 and concurrent enrollment in or completion of MAT 252.
- PHY 232 GENERAL PHYSICS II** 4 sem hrs cr
This calculus-based course is intended for science and engineering students. Subjects covered include electricity and magnetism, light and optics, and selected topics from modern physics. (3 hours lecture - 3 hours laboratory) Prerequisite: PHY 231.
- PHY 299 TOPICS IN PHYSICS** 1-5 sem hrs cr
Selected topics in physics; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor and the Associate Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

POLITICAL SCIENCE

- POL 111 AMERICAN GOVERNMENT** 3 sem hrs cr
This course is a study of the basic features of American government with emphasis on constitutional principles and the structure and functions of the three branches of national government.
- POL 112 STATE AND LOCAL GOVERNMENT** 3 sem hrs cr
This course is a study of the forms and functions of state and local government in the United States, with particular emphasis on government in the state of Tennessee.
- POL 299 TOPICS IN POLITICAL SCIENCE** 1-5 sem hrs cr
Selected topics in political science; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor and the Associate Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

PSYCHOLOGY

- PSY 110 PSYCHOLOGY OF HUMAN RELATIONS** 3 sem hrs cr
 This course introduces the student to factors in human interaction that contribute to the understanding of self and others. Topics covered include self-concept, emotions, communication, work, and family relations.
- PSY 131 GENERAL PSYCHOLOGY I** 3 sem hrs cr
 This course is a study of selected topics in general psychology. Subject matter includes research methods, biological foundations of behavior, learning, memory, thinking and language, sensation and perception, consciousness, and intelligence.
- PSY 132 GENERAL PSYCHOLOGY II** 3 sem hrs cr
 This course is a study of selected topics in general psychology. Subject matter includes motivation, emotion, human development, theories of personality, social psychology, psychological disorders, and psychotherapy. Recommended prerequisite: PSY 131.
- PSY 212 CHILD PSYCHOLOGY** 3 sem hrs cr
 This course is the study of behavior in infancy and childhood. It includes a survey of language, emotional, physical, social, moral, and cognitive development. Prerequisite: Two courses in psychology or permission of the Associate Dean of Liberal Arts.
- PSY 290 ABNORMAL PSYCHOLOGY** 3 sem hrs cr
 This course examines concepts related to psychopathology and behavior disorders with emphasis on maladaptive social behavior. Topics include adjustment disorder, personality disorders, anxiety-based disorders, and psychotic disorders. Prerequisite: Two courses in psychology or permission of the Associate Dean of Liberal Arts.
- PSY 299 TOPICS IN PSYCHOLOGY** 1-5 sem hrs cr
 Selected topics in psychology; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor and the Associate Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

REAL ESTATE

- RES 201 INTRODUCTION TO REAL ESTATE** 3 sem hrs cr
 This course covers the basic laws and principles of real estate, including finance, decreased ownership, brokerage appraisals, license law and real estate mathematics. This course is essential to persons interested in acquiring the real estate affiliate's license in Tennessee.
- RES 203 REAL ESTATE BASICS: AGENCY, BROKERAGE, CONTRACTS, FAIR HOUSING** 1 sem hr cr
 This course is a study of the important phases of the beginning real estate agent's training. Emphasis will be given to agency relationships, brokerage, types of contracts, and fair housing.
- RES 205 STRATEGIC TECHNIQUES IN LISTING AND SELLING REAL ESTATE** 2 sem hrs cr
 This course is a study of the techniques of listing and selling real estate. Topics include prospecting, preparing, and presenting a listing contract, presenting the offer and negotiating, and answering objections. Prerequisite: RES 201.
- RES 211 REAL ESTATE LAW** 3 sem hrs cr
 This course is a study of real estate law, including rights incident to property ownerships and management, agency contracts, and applications to real estate transfer, conveyances, probate proceedings, trust deeds, and foreclosure, as well as recent legislation governing real estate transactions, with additional emphasis on Tennessee real estate law. This course applies toward the educational requirements for the Tennessee broker's examination.
- RES 223 REAL ESTATE APPRAISAL** 3 sem hrs cr
 This course covers the purpose of appraisals, the appraisals process, and the different approaches, methods, and techniques used to determine the value of various types of property. Emphasis will be on residential and single-unit property.
- RES 243 REAL ESTATE FINANCE** 2 sem hrs cr
 This course is an examination and analysis of the principles and methods of financing real estate, sources of funds including FHA and VA types, types and contents of financing instruments, and roles of various financing institutions, both private and governmental.
- RES 245 SALES AND FINANCING STRATEGIES FOR THE RESIDENTIAL SALESPERSON** 2 sem hrs cr
 This course presents basic selling techniques and strategies and an in-depth study of government loans and how they can be used to increase the number of sales by the residential salesperson.

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RES 299 TOPICS IN REAL ESTATE1-5 sem hrs cr
Selected topics in real estate; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor and the Associate Dean of Career Education. No more than six semester hours in topics courses may be used in meeting minimum, degree requirements.

SOCIOLOGY

SOC 211 INTRODUCTION TO SOCIOLOGY 3 sem hrs cr
This course identifies basic human relationships essential to survival in modern society and seeks to assist students in understanding and applying this knowledge in everyday life. Topics include introduction, culture, inequality and social class, political and economic orders, and the changing society.

SOC 212 SOCIAL PROBLEMS 3 sem hrs cr
The sociological perspective of the understanding of and solutions for some of the major current problems confronted in American society is examined. Included are such issues of social concern as poverty, social deviance, environment, energy, population, health, education, and medical care. Prerequisite: SOC 211 or permission of the Associate Dean of Liberal Arts.

SOC 220 MARRIAGE AND FAMILY 3 sem hrs cr
This course considers the customs and patterns of courtship and the problems of the modern family. Emphasis is placed on the problems of the family in an era of rapid social change; social, cultural, and personal factors relating to mate selection and family life; and family organization, disorganization, and reorganization.

SOC 231 SOCIAL GERONTOLOGY 3 sem hrs cr
This course offers an introduction to understanding the dynamics of the aging process, where it fits into each individual's life and the implications associated with significant growth in the United States' aging population. Topics will include the myths and realities of how a person ages, role changes in later life, and societal response to the older population.

SOC 232 APPLIED GERONTOLOGY 3 sem hrs cr
This course provides an understanding of how knowledge of the aging process can be applied to everyday interactions with increased numbers of senior adults in family, work, and community environments. Topics will include increasing financial resources, older worker issues, relating to both adult children and elderly parents, coping with pension plan uncertainties, late life career changes, and intimacy in senior adulthood.

SOC 299 TOPICS IN SOCIOLOGY1-5 sem hrs cr
Selected topics in sociology; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor and the Associate Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

SPANISH

SPA 101 BEGINNING SPANISH I 3 sem hrs cr
This course emphasizes the essentials of Spanish grammar and develops reading, writing, and speaking skills in the language. Readings about Spanish cultures are included.

SPA 102 BEGINNING SPANISH II 3 sem hrs cr
This course continues to emphasize the essentials of Spanish grammar and further develops reading, writing, and speaking skills. Readings about Spanish and South American cultures are included; and the literature of important Spanish authors, such as Cervantes, Espronceda, and Gaballero, is introduced. Prerequisite: SPA 101.

SPA 201 INTERMEDIATE SPANISH I 3 sem hrs cr
This course combines grammar review with exercises for improving oral and written skills and includes readings in Spanish literature and culture. Prerequisite: SPA 102.

SPA 202 INTERMEDIATE SPANISH II 3 sem hrs cr
This course continues a grammar review and further develops oral and written skills. Readings from Spanish and Latin-American cultures and selections from Spanish authors are emphasized. Prerequisite: SPA 201.

SPA 299 TOPICS IN SPANISH1-5 sem hrs cr
Selected topics in Spanish; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor and the Associate Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

REMEDIAL AND DEVELOPMENTAL CURRICULUM

Courses in the remedial and developmental curriculum are provided to aid students who demonstrate a need for additional academic preparation before enrolling in college level courses. Remedial studies is a program of instruction that leads to proficiency in the Basic Skills Competencies defined by the Tennessee State Department of Education as "Objectives for the Tennessee Proficiency Test." Developmental studies is a program of instruction, distinct from Remedial Studies, that leads to the level of proficiency in the "Basic Academic Competencies" defined in the Educational EQuality Project of the College Board as required for successful pursuit of college studies.

Remedial and developmental courses are open only to students whose assessment test performance indicates a need to improve skills in reading, writing, or mathematics. Hours earned in these courses are add-on hours and may not be used to complete any degree requirement. For more information about the Academic Assessment Placement Program, see pages 59 through 61. Remedial or developmental courses may not be taken for audit status.

WRITING CENTER AND MATHEMATICS LABORATORY. Help is provided in the Writing Center and in the Mathematics Laboratory for any Motlow student needing individual instruction and/or practice in developing specific writing or mathematics skills. No fees are charged for tutorial service or assistance; however, students must be currently enrolled at Motlow College. No academic credit is given for participation.

DEVELOPMENTAL STUDIES - ENGLISH

DSE 080 DEVELOPMENTAL WRITING 3 sem hrs cr

This course develops skills in punctuation, sentence writing, paragraphing, and outlining. The course emphasizes proofreading skills, conceiving ideas for writing, and varying writing styles as paragraph development merges into essay writing. Prerequisite: Documented competency in RSE 070 skills.

DEVELOPMENTAL STUDIES - MATHEMATICS

DSM 080 ELEMENTARY ALGEBRA 3 sem hrs cr

This course is a study of arithmetic operations with rational numbers and order of operations; evaluation and simplification of variable expressions; solutions of linear and absolute value equations in one variable; problem-solving; graphs, slopes, and equations of lines; polynomial arithmetic; and operations with integer exponents. Prerequisite: Documented competency in RSM 070 skills.

DSM 081 INTERMEDIATE ALGEBRA 3 sem hrs cr

This course is a study of factoring; algebraic fractions, graphing and solving systems of linear equations and inequalities; operations involving radicals and rational exponents; graphing and solving quadratic equations and inequalities. Applications are studied with each topic. Students with only one credit in high school algebra must be tested to verify eligibility for DSM 081 without successful completion of DSM 080. Prerequisite: Documented competency in DSM 080 skills.

DEVELOPMENTAL STUDIES - READING

DSR 080 DEVELOPMENTAL READING 3 sem hrs cr

This course is designed to improve reading fluency. Identifying main ideas with major and minor supporting details, sequencing, locating facts, using contextual clues, drawing conclusions, making inferences, understanding figurative language, and detecting tones and mood are skills that are developed. Vocabulary extension, critical thinking skills, and pleasure reading are stressed. Prerequisite: Documented competency in RSR 070 skills.

DEVELOPMENTAL STUDIES - STUDY SKILLS

DSS 080 DEVELOPMENTAL STUDY SKILLS 3 sem hrs cr

This course is designed to orient new students to college and to increase their success in college by teaching them the skills necessary to reach their educational goals. Topics such as time management, communication skills, study techniques, library use, note-taking, and exam taking are emphasized. The course also includes goal setting, study habits, attitude development, and current issues which college students face.

REMEDIAL STUDIES - ENGLISH

RSE 070 BASIC WRITING 3 sem hrs cr

This course includes a review of rudimentary skills in grammar, mechanics, punctuation, capitalization, and effective sentence writing. Additionally, students learn to use the dictionary and write business and friendly letters.

REMEDIAL STUDIES - MATHEMATICS

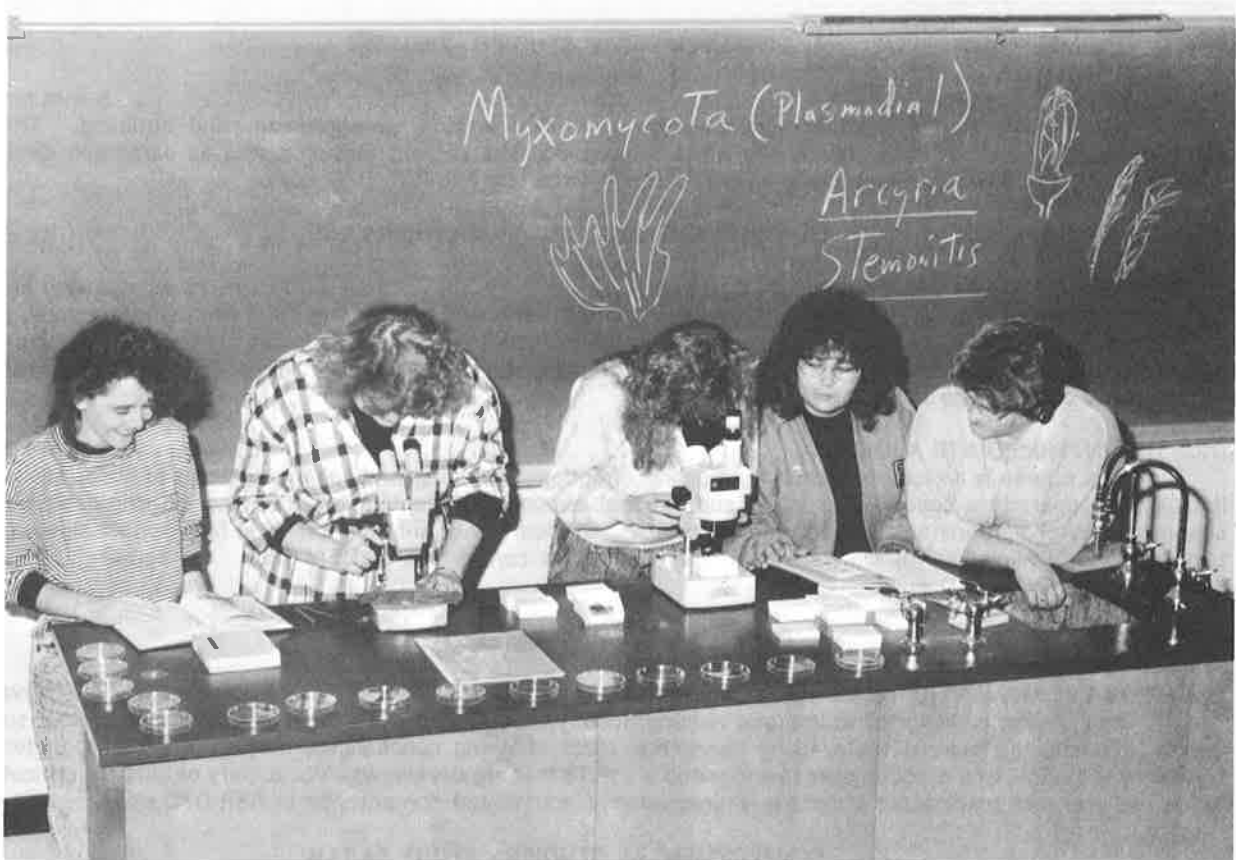
RSM 070 BASIC MATHEMATICS 3 sem hrs cr

This course places emphasis on the principles and applications of arithmetic including reading and writing numerals; fundamental operations on whole numbers and common and decimal fractions; percent, ratio and proportion; rounding off; introductory topics from geometry; determining arithmetic mean; interpreting graphs; the English and metric measuring systems; exploring steps necessary to solve word problems; and an introduction to signed number operations.

REMEDIAL STUDIES - READING

RSR 070 BASIC READING 3 sem hrs cr

This course concerns reading fundamentals--identifying main ideas with major and minor supporting details, sequencing, locating facts, using contextual clues, drawing conclusions, and making inferences. Increasing vocabulary is a major component of the course.





**FACULTY, STAFF, AND
ADMINISTRATION**

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 Jim White Director, Center for Information Systems
 Dave Baker Technology Coordinator
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 Frances Jones Technician
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 Greer Alsup Account Clerk I

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 Amanda Parks Library Assistant I

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 Howard Floyd Custodian
 Mary Hickerson Custodian
 Nancy King Custodian

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Hollis Reed Custodian
 David Womble Utility Worker
 Theodore Caldwell Watchkeeper
 Ewin Cyree, Jr. Watchkeeper
 Christopher Ray Utility Worker
 Jeff Skelton Utility Worker

Office of Marketing

Charle Coffey Director
 Debra Patterson Coordinator
 Dee Mobley Switchboard Operator

Student Services and Institutional Advancement

Marcia Everett Dean
 Ann Simmons Associate Dean
 Jessie Campbell Coordinator
 Mike Russell Coordinator
 Dimple Sanders Executive Aide
 Allie Hyatt Coordinator
 Rhonda Cotham
 Marie Mosley Secretary I

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 Peggy Jacocks Accountant I
 Betty Carden Support Services Technician
 Teresa Langley MIS Technician
 Betsy Dunn Recruiter/Intake Technician
 Bobbie Patterson Recruiter/Intake Technician
 Jackie Rippy Accounting Technician

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Gary Morgan Assistant Director of Programs
 Tommy Cawood Assessment & Training/ JOBS Coordinator
 Brenda Cannon Education Coordinator
 Coolidge Holt Job Development Coordinator
 Joe Myers EDWAAA Coordinator
 Sandra Butler Youth Coordinator
 Brenda Karnes Youth Specialist
 Steve Hice Assessment & Training Coordinator
 Mike Mason Case Manager
 Cindy Blackwelder Case Manager
 Patricia Smith Assessment & Training Instructor
 Larry Woodard Case Manager
 Frances Tilley Assessment & Training Instructor
 Carol Rose Case Manager
 Sylvia London Assessment & Training Instructor
 David Crawford Case Manager
 Martha Gasser Assessment & Training Instructor
 Bob McKnight Job Developer
 Jola Hornkohl Counseling Technician
 Sherry Hill Education Technician
 Patty Wilcox Secretary
 Patricia Walker Literacy Technician

FACULTY AND ADMINISTRATION

- Adams, Phyllis D. Assistant Professor, Communications
B.S., 1977, Tennessee State University, M.S., 1978, Tennessee State University; Additional Graduate Study, George Peabody College of Vanderbilt University; Motlow Position, 1986.
- Bair, Charles A. Instructor, Engineering
B.S., 1965, Parks College of Aeronautical Technology, Saint Louis University; M.S., 1975, Air Force Institute of Technology; Additional Graduate Study, University of Tennessee Space Institute; Motlow position, 1987.
- Baker, James D. Technology Coordinator
B.S., 1979, Southern Illinois; B.S., 1984, Chapman College; M.B.A., 1987, Chapman College; Additional Graduate Study, University of Tennessee Space Institute; Motlow position, 1986.
- Bartley, Randall B. Assistant Professor, Economics
B.S., 1973, University of Tampa; M.B.A., 1977, Northwest Missouri State University; D.A., 1991, Middle Tennessee State University. Additional Graduate Study, Columbus College. Motlow position, 1985.
- Bell, Daphne A. Assistant Professor, Mathematics
A.A., 1970, Cumberland College of Tennessee; B.A.E., 1972, University of Mississippi; M.S.T., 1977, Middle Tennessee State University; Motlow position, 1985.
- Blackwelder, Cynthia D. Case Worker, JTPA
A.S., 1981, Motlow State Community College; B.B.A., 1983, Middle Tennessee State University; Motlow position, 1984.
- Boyd, Ron Assistant Director of Operations, JTPA
A.S., 1975, Motlow State Community College; B.S., 1977, Middle Tennessee State University; Motlow position, 1984.
- Bradley, Michael R. Professor, Social Science
B.A., 1963, Samford University; B.D., 1966, New Orleans Baptist Seminary; M.A., 1969, Vanderbilt University; Ph.D., 1971, Vanderbilt University; Post Doctorate Fellowship, 1973, Johns Hopkins University; National Endowment for the Humanities Fellow, 1973; National Science Foundation Fellow, 1975; Mellon Regional Faculty Development Grant, 1982; Motlow position, 1970.
- Brooks, Vera R. Associate Professor, Business
B.S., 1974, Austin Peay State University; M.B.E., 1981, Middle Tennessee State University; Additional Graduate Study, Western Carolina University and Tennessee State University; CPS, 1985; Motlow position, 1980.
- Burke, Gina Instructor, Accounting
B.B.A., 1987, Middle Tennessee State University; M.B.A., 1988, Tennessee Technological University; CPA, Tennessee; Motlow position, 1992.
- Butler, Sandra Coordinator, JTPA
B.S., 1972, Trevecca Nazarene College; Additional Graduate Study, Middle Tennessee State university; Motlow position, 1990.
- Campbell, Jessie Coordinator of Guidance and Testing
B.S., 1961, Tennessee State University; M.Ed., 1974, Middle Tennessee State University; Additional Graduate Study, Middle Tennessee State University & George Peabody College of Vanderbilt University; Motlow position, 1975.
- Cannon, Brenda G. Education Coordinator, JTPA
B.S., 1978, Tennessee State University; Motlow position, 1988.
- Cawood, Tommy Assessment & Training/JOBS Coordinator, JTPA
B.S., 1960, Baylor University; M.S., 1973, Union College; Motlow position, 1983.
- Cheatham, C. Donald Professor, Political Science
A.B., 1950, Samford University; A.B.J., 1950, University of Georgia; M.Ed., 1963, University of Georgia; Ed.D., 1969, University of Georgia; Post-Doctorate Study, Research Grant, National Endowment for the Humanities, Duke University, 1975; Additional Graduate Study, Middle Tennessee State University; Motlow position, 1970.
- Clark, Stephen K. Dean, Academic Affairs
Assistant Professor, English
B.A., 1968, University of Alabama; M.A., 1972, West Georgia College; D.A., 1985, Middle Tennessee State University; Motlow position, 1979.

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- Claxton, Keith H. Instructor, Mathematics
B.S., 1986, Middle Tennessee State University; M.S., 1988, Middle Tennessee State University; Motlow position, 1992.
- Coffey, Charle B. Director, Marketing
A.S., 1976, Walters State Community College; B.B.A., 1978, Middle Tennessee State University; Graduate Study, Peabody College of Vanderbilt University and Middle Tennessee State University; Motlow position, 1983.
- Cole, Frank Instructor, Coordinator
Head Men's Basketball Coach
B.S., 1988, Belmont College, Motlow position, 1990.
- Collins, S. Ruth Professor, Education
B.A., 1960, Wheaton College; M.A., 1974, University of Texas at Austin; Ph.D., George Peabody College of Vanderbilt University, 1980; Motlow position, 1977.
- Crawford, David Case Manager, JTPA
B.S., 1952, Clemson University; Motlow position, 1987.
- Crosslin, Bob C. Assistant Professor, Mathematics
B.S., 1968, Middle Tennessee State University; M.S.T., 1978, Middle Tennessee State University; Additional Graduate Study, Middle Tennessee State University and Memphis State University; Motlow position, 1980.
- Davis, Charles C. Tech-Prep Coordinator
B.S., 1954, Purdue University; M.S., 1967, Butler University; Vocational Director Certification, 1977; Motlow position, 1992.
- Earles, Melanie J. Assistant Professor, Accounting
B.S., 1978, Murray State University; M.S., 1985, Middle Tennessee State University; CPA, Tennessee; Motlow position, 1984.
- Edwards, Doris S. Associate Professor, Mathematics
B.A., 1955, Huntingdon College; M.S.T., 1972, Middle Tennessee State University; Additional Graduate Study, Middle Tennessee State University and Memphis State University; Motlow position, 1979.
- Everett, Marcia Dean of Student Services and Institutional Advancement
B.S., 1971, Middle Tennessee State University; M.Ed., 1973, Middle Tennessee State University; Ed.S., 1976, Middle Tennessee State University; Additional Graduate Work, Middle Tennessee State University; Motlow position, 1978.
- Gasser, Martha Assessment & Training Instructor, JTPA
B.S., 1975, Middle Tennessee State University; Motlow position, 1988.
- Gentry, Deborah S. Assistant Dean of Academic Affairs
Instructor, English
B.A., 1973, Middle Tennessee State University; M.A., 1975, Middle Tennessee State University; D.A., 1992, Middle Tennessee State University; Additional Graduate Study, Belmont College; Motlow position, 1988.
- Glass, A. Frank President
B.S., 1964, Middle Tennessee State University; M.A., 1965, Middle Tennessee State University; D.A., 1973, Middle Tennessee State University; Motlow position, 1975.
- Graham, Rosalie B. Assistant Professor, Computer Science
B.A., 1967, Queens College; M.A.T., 1968, University of North Carolina; Additional Study, IBM Corporation; Motlow position, 1983.
- Gross, Richard H. Associate Professor, Biology
A.A., 1961, Palm Beach Junior College; B.S.E., 1963, University of Florida; M.Ag., 1964, University of Florida; Additional Graduate Study, Florida Atlantic University, Colorado State University, Middle Tennessee State University, and Tennessee State University; Motlow position, 1977.
- Hale, Annette Assistant Professor, English
B.A., 1976, Lee College; M.A., 1980, University of Central Florida; Additional Graduate Study, Middle Tennessee State University; Motlow position, 1986.
- Harder, Janice Professor, Office Systems Technology
B.S., 1971, Middle Tennessee State University; M.Ed., 1972, Memphis State University; Ed.D., 1984, Memphis State University; CPS, 1980; Motlow position, 1978.

- Harder, Ward D. Associate Professor, Accounting
B.S., 1967, Middle Tennessee State University; M.B.A., 1971, Middle Tennessee State University; CPA, Tennessee; Additional Graduate Study, University of Arkansas and Nova University; Motlow position, 1976.
- Harris-Young, Linda Assistant Professor, Biology
B.A., 1978, University of California; M.S., 1984, University of Alabama; Motlow position, 1992.
- Hasty, Doyle E. Associate Professor, Engineering
B.S., 1968, University of Tennessee; M.S., 1974, University of Tennessee; PE, Tennessee; Additional Graduate Study, University of Tennessee, Memphis State University, Middle Tennessee State University, University of Central Florida, Morehead State University, Nova University, and Tennessee State University; Motlow position, 1980.
- Hasty, Linda H. Associate Professor, Office Systems Technology
B.S., 1968, Middle Tennessee State University; M.B.E., 1979, Middle Tennessee State University; Additional Graduate Study, Middle Tennessee State University, Memphis State University, University of Central Florida, Nova University, and Tennessee State University; CPS, 1980, Motlow position, 1978.
- Hays, Tony Instructor, English
B.S., 1980, Tennessee Technological University; M.A., 1982, Tennessee Technological University; M.A., 1991, East Texas State University; Motlow position, 1992.
- Hice, Steve Assessment & Training Instructor, JTPA
B.S., Middle Tennessee State University; M.Ed., 1990, Middle Tennessee State University; Motlow position, 1984.
- Hix, Billy Assistant Professor, Computer Science
B.S., 1979, Tennessee Technological University; M.Ed., 1988, Middle Tennessee State University; Motlow position, 1984.
- Holt, Coolidge Job Placement Coordinator, JTPA
B.S., 1949, Tennessee Polytechnic Institute; M.S., 1950, University of Tennessee; Motlow position, 1984.
- Holt, Michael P. Instructor, Health and Physical Education
Women's Basketball Coach
A.S., 1977, Motlow State Community College; B.S., 1985, Black Hills State University; M.S.E., 1988, University of Wisconsin-Platteville; Motlow position, 1989.
- Hulan, Nancy F. Assistant Professor, Nursing
B.S.N., 1960, Vanderbilt University; M.Ed., 1982, Middle Tennessee State University; Additional Graduate Study, Tennessee State University; Motlow position, 1981.
- Huskey, Alice K. Associate Professor, Office Systems Technology
B.S.E., 1969, Arkansas State University; M.S.E., 1970, Arkansas State University; Additional Graduate Study, Middle Tennessee State University and Tennessee State University; CPS, 1986; Motlow position, 1970.
- Jacocks, Peggy Accountant, JTPA
A.S., 1981, Motlow State Community College; Motlow Position 1984.
- Johnson, Henry E. Associate Professor, Chemistry
B.S., 1961, Florence State University; M.S. 1967, University of Mississippi; Additional Graduate Study, University of Mississippi; Motlow position, 1970.
- Johnson, Patricia Instructor, Computer Science
B.S., 1985, University of Tennessee at Martin; M.S., 1987, Middle Tennessee State University; Motlow position, 1989.
- Jones, Ivan Director, McMinnville Teaching Center
Instructor, Education
B.S., 1972, Eastern Illinois University; M.S., 1979, Eastern Illinois University; Additional Graduate Study, Eastern Illinois University and George Peabody College of Vanderbilt University; Motlow position, 1987.
- Kelly, Larry L. Director, Remedial and Developmental Studies
Instructor, English
A.A., 1969, Edison College; B.S., 1971, Middle Tennessee State University; M.Ed., 1975, Middle Tennessee State University; Ed.S., 1982, Middle Tennessee State University; Additional Graduate Study, Middle Tennessee State University; Motlow position, 1985.

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- Kilgour, Edward F., Jr. Director, Student Financial Aid
B.S., 1965, Middle Tennessee State University; M.Ed., 1967, Middle Tennessee State University; Additional Graduate Study, Middle Tennessee State University; Motlow position, 1989.
- Koss, Jacqueline Assistant Professor, Health and Physical Education
B.S., 1973, University of Tennessee; M.A., 1976, University of South Florida; Additional Graduate Study, Middle Tennessee State University; Motlow position, 1976.
- Kribs, Richard A. Associate Professor, Psychology
B.A., 1969, Western Michigan University; M.A., 1970, Western Michigan University; Additional Graduate Study, Middle Tennessee State University; Motlow position, 1971.
- Lee, Mark Prince Instructor, Music
B.M., 1984, Florida State University; M.M., 1986, Memphis State University; Motlow position, 1987.
- Lewis, Brenda R. Assistant Professor, English
B.A., 1971, Tennessee Technological University; M.A., 1972, Tennessee Technological University; Motlow position, 1986.
- Lewis, Susan Instructor, English
B.A., 1961, University of Mississippi; M.A.T., 1982, Middle Tennessee State University; Additional Graduate Study, Middle Tennessee State University; Motlow position, 1992.
- Marquart, Sheila Instructor, Nursing
B.S.N., 1974, University of Akron; M.S.N., 1991, University of Alabama, Huntsville; Motlow position, 1991.
- Martin, Gloria R. Comptroller
A.A., 1978, Motlow State Community College; B.B.A., 1980, Middle Tennessee State University; M.S., 1984, Middle Tennessee State University; CPA, Tennessee; Additional Graduate Study, Memphis State University and Tennessee State University; Motlow position, 1981.
- Martin, Vivian Instructor, Study Skills and Business
B.B.A., 1972, Hofstra University; J.D., 1975, St. Johns University School of Law; Motlow position, 1992.
- McCalla, Carr Director, Athletics
Assistant Professor, Health and Physical Education
B.S., 1975, University of Tennessee; M.S., 1976, University of Tennessee; Motlow position, 1979.
- McKoon, Donna Instructor, Computer Science
B.S., 1986, Middle Tennessee State University; M.S.; 1988, Middle Tennessee State University; Motlow position, 1992.
- McLemore, Mary E. Associate Dean of Liberal Arts
Assistant Professor, English
B.A., 1967, Middle Tennessee State University; M.A., 1980, Middle Tennessee State University; Ph.D., 1991, Vanderbilt University; Motlow position, 1987.
- McMurtry, Iris C. Instructor, Mathematics
B.A., 1967, Winthrop College; M.S., 1974, Tennessee Technological University; Additional Graduate Study, University of South Carolina; Motlow position, 1987.
- McQueen, Deanna V. Assistant Professor, English
A.A., 1962, Stephens College; B.A., 1966, University of Missouri; M.A., 1989, Middle Tennessee State University; Additional Graduate Study, Middle Tennessee State University; Motlow position, 1983.
- Morgan, Gary D. Assistant Director of Programs, JTPA
Advanced Certificate, American Institute of Banking; Graduate, Tennessee School of Banking, Vanderbilt University; Motlow position, 1988.
- Moore, Jack L. Associate Professor, Art
B.F.A., 1956, University of Alabama; M.A., 1964, University of Alabama; Additional Graduate Study, Wichita State University, Middle Tennessee State University; Motlow position, 1969.
- Myers, Joe B., Jr. EDWAAA Coordinator, JTPA
A.S., 1986, Motlow State Community College; B.B.A., 1988, Middle Tennessee State University; Motlow position, 1989.

- Palmer, Jeannette B. Instructor, English
B.A., 1968, Middle Tennessee State University; M.A.T., 1984, Middle Tennessee State University; Additional Graduate Study, Middle Tennessee State University; Motlow position, 1990.
- Pearson, Stanley N. Associate Dean, Division of Extended Services
Instructor, Education
B.S., 1969, Middle Tennessee State University; M.A.T., 1973, Middle Tennessee State University; Motlow position, 1972.
- Perryman, Elaine S. Director, Industrial and Business Institute
A.S., 1982, Motlow State Community College; B.B.A., 1987, Middle Tennessee State University; M.Ed., Middle Tennessee State University; CPS, 1985; Motlow position, 1986.
- Pilzer, Jay M. Assistant Professor, History
B.A., 1969, Old Dominion University/ M.A., 1974, Old Dominion University; Ph.D., 1976, Duke University; Additional Graduate Study, Simon Fraser University; Motlow position, 1992.
- Pittman, Maurice E. Associate Dean of Business and Management
B.S., 1971, Middle Tennessee State University; M.B.A., 1974, Middle Tennessee State University; Additional Graduate Study, Tennessee State University; Motlow position, 1985.
- Posey, Michael E. Dean of Business and Management
B.S., 1971, Middle Tennessee State University; Graduate Study, UT Nashville; Motlow position, 1987.
- Potts, Eula F. Assistant Professor, Nursing
R.N., 1963, Midstate Baptist School of Nursing; B.S., 1973, Middle Tennessee State University; M.S.N., 1977, Vanderbilt University; Additional Graduate Study, Tennessee State University; Motlow position, 1978.
- Reavis, Jackie Assistant Professor, Health and Physical Education
B.S., 1964, Middle Tennessee State University; M.Ed., 1968, Middle Tennessee State University; Motlow position, 1973.
- Reeder, Robert E. Assistant Professor, Biology
B.S., 1976, Tennessee Technological University; M.A., 1978, Tennessee Technological University; Additional Graduate Study, Middle Tennessee State University; Motlow position, 1978.
- Rhoton, Don Instructor, Mathematics
Baseball Coach
B.S., 1973, Memphis State University; M.S., 1979, Middle Tennessee State University; Motlow position, 1989.
- Riddle, Betty Director of Nursing Education
Associate Professor, Nursing
B.S.N., 1959, Baylor University; M.S.N., 1979, Vanderbilt University; Additional Graduate Study, Middle Tennessee State University, Memphis State University, and Marquette University; Motlow position, 1974.
- Rollins, Linda C. Assistant Professor, English
B.S., 1963, Tennessee Technological University; M.A., 1964, George Peabody College for Teachers; Additional Graduate Study, Middle Tennessee State University and Memphis State University; Motlow position, 1976.
- Rose, Carol Case Manager, JTPA
B.S., 1969, Middle Tennessee State University; M.Ed., 1978, Middle Tennessee State University; Motlow position, 1990.
- Russell, Michael Coordinator, Career Planning, Placement, and Cooperative Education
B.S., 1976, Tennessee Technological University; M.A., 1978, Tennessee Technological University; Motlow position, 1983.
- Scarborough, John F. Instructor, Social Studies
B.S., 1968, Middle Tennessee State University; M.A.T., 1971, Middle Tennessee State University; Additional Graduate Study, Middle Tennessee State University; Motlow position, 1979.
- Scarborough, Martha W. Associate Professor, Mathematics
B.A., 1964, Middle Tennessee State University; M.S.T., 1967, Middle Tennessee State University; Additional Graduate Study, Middle Tennessee State University, Memphis State University and Tennessee State University; Motlow position, 1969.
- Schaffer, Sandra Accountant
B.B.A., Middle Tennessee State University; Motlow position, 1990.

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- Simmons, Charoline Instructor, Reading and Study Skills
Assessment Coordinator
B.S., 1973, Tennessee State University; M.A., 1985, Tennessee State University; Motlow position, 1992.
- Simmons, Mary Ann Associate Dean of Student Services
B.S., 1972, Tennessee State University; M.Ed., 1991, Trevecca Nazarene College; Motlow position, 1983.
- Smith, Jean Associate Professor, Computer Science
B.S., 1968, Middle Tennessee State University; M.S.T., 1971, Middle Tennessee State University; Additional Graduate
Study, University of Tennessee Space Institute; Motlow position, 1981.
- Smith, Patricia Assessment & Training Instructor, JTPA
B.S., 1973, Middle Tennessee State University; M.S., 1989, Middle Tennessee State University; Motlow position, 1991.
- Smotherman, Steven W. Assistant Professor, Mathematics/Physics
A.S., 1979, Motlow State Community College; B.S., 1981, Middle Tennessee State University; M.S., 1983, Middle
Tennessee State University; Additional Graduate Study, University of Tennessee Space Institute and Middle Tennessee
State University; Motlow position, 1983.
- St. Clair, John R., III Instructor, Mathematics
B.S., 1973, Middle Tennessee State University; M.S., 1984, Middle Tennessee State University; Additional Graduate Study,
Middle Tennessee State University; Motlow position, 1989.
- Stimpson, Quintin Instructor, English
B.A., 1979, University of Tennessee; M.A.T., 1988, Brown University; Additional Graduate Study, Columbia University
Teachers College; Motlow position, 1991.
- Stockton, J. Harlan Media Specialist
Assistant Professor, Education
B.S., 1970, East Tennessee State University; M.A., 1971, East Tennessee State University; Additional Graduate Study,
Middle Tennessee State University; Motlow position, 1972.
- Stone, Delene L. Administrative Assistant to the President
CPS, 1975; Baccalaureate Study, Athens College, University of Tennessee-Nashville, and Columbia State Community
College; Motlow position, 1979.
- Taylor, Judy A. Associate Professor, Biology
A.S., 1976, Motlow State Community College; B.S., 1978, Middle Tennessee State University; M.S.T., 1979, Middle
Tennessee State University; Additional Graduate Study, Middle Tennessee State University and Memphis State University;
Motlow position, 1979.
- Thomas, Hilda Internal Auditor
B.B.A., 1984, Middle Tennessee State University; M.S., 1988, Middle Tennessee State University; 1986, Certified Public
Accountant; Motlow position, 1988.
- Thomas, Monty Associate Dean, Division of Career Education
Instructor, Business
B.S., 1966, Middle Tennessee State University; M.Ed., 1972, Middle Tennessee State University; Additional Graduate
Study, Middle Tennessee State University and Tennessee State University; Motlow position, 1980.
- Tilley, Francis Assessment & Training Instructor, JTPA
B.S., 1976, Middle Tennessee State University; Motlow position, 1990.
- Tracy, Janet M. Instructor, Nursing
B.S.N., 1969, Berea College; M.S.N., 1989, Vanderbilt University; Additional Graduate Study, University of Arkansas,
Motlow position, 1982-84; 1989.
- Walker, Arthur L., Jr. Director, Fayetteville Site
Instructor, Psychology
A.A., 1971, Okaloosa-Walton Junior College; B.S., 1973, Athens College; M.S., 1975, Troy State University; Additional
Graduate Study, Alabama A & M University, University of Alabama, and Memphis State University; Motlow position, 1988.
- Weaver, Jack Instructor, Computer Science
B.S., 1961, University of Arkansas; M.S., 1976, University of California; M.S., 1984, Massachusetts Institute of
Technology; Additional Graduate Study, United States International University; Motlow position, 1989.

- Werlein, Halsey E. Instructor, English and French
B.A., 1958, University of the South; M.A., 1962, Columbia University; Additional Graduate Study, Columbia University, Louisiana State University, and Middle Tennessee State University; Motlow position, 1989.
- White, James R. Director, Center for Information Systems
B.S., 1966, University of Omaha; M.S., 1975, University of Tennessee Space Institute; Additional Graduate Study, University of Tennessee Space Institute; Motlow position, 1988.
- Williams, Jean T. Associate Dean, Instructional Support Services
Instructor, Education
BS., 1976, Tennessee Technological University; M.L.S., 1981, George Peabody College of Vanderbilt University; Additional Graduate Study, George Peabody College of Vanderbilt University and Middle Tennessee State University; Motlow position, 1980.
- Woodard, Larry Coordinator, JTPA
B.S., 1973, Middle Tennessee State University; Motlow position, 1990.
- Young, Vicki Assistant Professor, Mathematics
B.A., 1966, Vanderbilt University; M.S.T., 1977, Middle Tennessee State University; Additional Graduate Study, Middle Tennessee State University and Tennessee State University; Motlow position, 1982.
- Zimmerman, Debbie Associate Professor, Communications
A.A., 1973, Motlow State Community College; B.S., 1974, Middle Tennessee State University; M.Ed., 1980, Middle Tennessee State University; Additional Graduate Study, Tennessee State University and Middle Tennessee State University; Motlow position, 1981.

LABORATORY INSTRUCTOR TECHNICIANS

- Arman, Sandra A. Lab Instructor/Technician, Mathematics
A.A., 1986, Motlow State Community College; B.S., 1988, Middle Tennessee State University; Additional Graduate Study, Middle Tennessee State University; Motlow position, 1988.
- Copeland, Dawn Lab Instructor/Technician, English
A.S., 1981, Motlow State Community College; B.S., 1984, Middle Tennessee State University; Motlow position, 1992.
- Gerwe, Nellie Lab Instructor/Technician, Nursing
A.D.N., 1984, Motlow State Community College; Motlow position, 1992.
- Kribs, Marcia J. Lab Instructor/Technician, Reading/Study Skills; Biology
B.S., 1967, Western Michigan University; Additional Graduate Study, Western Michigan University; Motlow position, 1983.
- Lokey, Carolyn Lab Instructor/Technician, Nursing
A.D.N., 1979, Parkland College; Motlow position, 1993.

PART-TIME FACULTY

Adcock, Gail	English, M.A., Tennessee Technological University
Allen, Deborah	Rem/Dev Mathematics, M.A., Tennessee Technological University
Armstrong, Peggy	Rem/Dev Mathematics, M.A., Middle Tennessee State University
Barnes, Janet	Education, Ed.S., Tennessee Technological University
Barnes, Sharon	Business, M.B.A., Tennessee Technological University
Bart, Al	Business, M.B.A., Boston University
Bellan, Sharon	Rem/Dev Mathematics and Study Skills, M.Ed., Tennessee Technological University
Benningfield, Karen	Rem/Dev Study Skills, Ed.S., Tennessee Technological University
Bolden, Joan	Business, M.A., Atlanta University
Boyd, William	Art, M.A., University of Alabama
Bradford, Faye	History, M.A.T., Middle Tennessee State University
Brannon, Barbara	Sociology, M.A., Middle Tennessee State University
Bryan, Danny	Biology, M.S., Middle Tennessee State University
Cardwell, Dollye	Interdisciplinary Studies, M.A., Middle Tennessee State University
Chambers, James	Business, M.B.A., Florida Institute of Technology
Charboneau, Elizabeth	Sociology, M.A., Middle Tennessee State University
Clark, Melba	English, M.A., Tennessee Technological University
Claxton, Lynn	Rem/Dev English and Study Skills, M.Ed., Middle Tennessee State University
Coile, Claudine	Mathematics, Ed.S., Middle Tennessee State University
Collins, Lisa	Rem/Dev English, B.S., Athens State College
Conley, Margaret	Rem/Dev English and English, M.A., Middle Tennessee State University
Cooper, Annette	Rem/Dev Reading, M.S., Middle Tennessee State University
Crawford, Charles	Banking, Pacific Coast School of Banking
Crosslin, Judy	Rem/Dev Mathematics, B.S., Middle Tennessee State University
Curlee, Robert	Remedial and Developmental Mathematics, M.S., University of Tennessee
Cushman, Joli	Nursing, B.S.N., Louisiana State University Medical Center School of Nursing
Davis, Christopher	Physical Education, M.A., University of North Alabama
Dial, Linda	English, M.A., Tennessee Technological University
Diatikar, Jackie	English, M.A., Tennessee Technological University
DuBose, Martha	Interdisciplinary Studies, M.A., University of Missouri
Dunlap, David	Health, M.A., Tennessee Technological University
Dunlap, Linda	Physical Education, B.S., Tennessee Technological University
Dycus, Charles	History, M.A., Tennessee Technological University
Eady, Robert	Economics, M.A., Middle Tennessee State University
Edging, Steven	Biology, M.A., Alabama A&M University
Edmondson, John	Music, M.C.M., New Orleans Baptist Theological Seminary
Estes, Dora	Mathematics, M.B.A., Tennessee Technological University
Evans, Scott	Computer Science, B.S., Middle Tennessee State University
Fikes, David	Engineering, M.S., University of Tennessee Space Institute
Fløenor, Iris	Nursing, A.S., Motlow State Community College
Foreman, Mike	English, M.A.T., Middle Tennessee State University
Frisby, Ted	Chemistry, Ed.S., Middle Tennessee State University
Gattis, Carolyn	Rem/Dev. English, M.A.T., Middle Tennessee State University
Geib, Amy	Music, B.A., Bryan College
Geib, Duane	Music, B.A., Bryan College
George, Michael	Psychology, M.A., Middle Tennessee State University
Gradford, Leroy	Business, Ed.D., University of Alabama
Grandey, Tim	History, M.A., Middle Tennessee State University
Greer, Haskell	History, M.A., Middle Tennessee State University
Greer, Mary	Physical Education, M.A., Tennessee Technological University
Gregory, Cheri	Biology, M.S., Middle Tennessee State University
Guerin, Stephen	Psychology, Psy.D., Forest Institute of Professional Psychology
Gulley, Theresa	Computer Science, M.S., Middle Tennessee State University
Haley, Katrina	Computer Science, B.S., University of Tennessee
Hannah, Stephanie	Emergency Medical Technology, University of Alabama

Harrison, Izora	Spanish, Ed.D., Nova University
Hays, Holly	Rem/Dev Reading and Study Skills, M.S., East Texas State University
Hendricks, J. R	Interdisciplinary Studies, M.A., Clemson University
Hendrickson, Betty	Rem/Dev Mathematics, M.Ed., Middle Tennessee State University
Hendrickson, Tim	English, S.C.T., Murray State University
Henson, Julia	Rem/Dev English, M.S., Trevecca Nazarene College
Hewitt, Joseph	English, M.A., Mississippi College
Higgins, Frank	Emergency Medical Technology, B.S., Middle Tennessee State University
Honeycutt, Jeanne	Communications, M.Ed., Memphis State University
Hornkohl, Jeraldine	Rem/Dev Mathematics, B.S., University of Missouri
Hughes, Gayle	Rem/Dev Reading, M.A., Alabama A&M University
Hurst, David	Computer Science, M.S., University of Tennessee Space Institute
Hyder, Pat	Education, M.S., University of Tennessee
Jeffries, Donna	English, Ed.D., The University of Alabama
Jeffries, John	Chemistry, Ed.S., Middle Tennessee State University
Jolley, Roger	History, M.A.T., Middle Tennessee State University
Jones, Linda	English, M.A., University of Colorado
Kamykowski, Patti	Nursing, B.S.N., University of Alabama
Kemp, James	Biology, M.S., Middle Tennessee State University
Kemp, Virginia	Nursing, M.A., Central Michigan University
King, Myrna	English, M.A.T., Middle Tennessee State University
LaRue, Jim	Accounting, B.S., Austin Peay State University; CPA, Tennessee
Lawson, Frances	Psychology, M.A., Middle Tennessee State University
Lea, Robert	Economics, M.B.A., Middle Tennessee State University
Lewis, Kent	Sociology, D.Min., Vanderbilt University
Little, Scott	Biology, D.V.M., University of Tennessee
Lodholz, Patricia	Rem/Dev English, M.Ed., Middle Tennessee State University
Lokey, Carolyn	Nursing, A.A.S., Parkland College
Lokey, Luther	Geography, M.S., Eastern Illinois University
Lominac, Kent	Engineering, M.S., University of Tennessee
Maness, Barbara	Rem/Dev English, Ed.S., Alabama A & M University
Martin, Ken	Banking, Young Banking School
Martin, Murphy	Psychology, M.Div., Southern Seminary
Martincak, Angela	English, M.A., University of Florida
Mason, Beth	Interdisciplinary Studies, M.A., Tennessee Technological University
Massengale, Marilyn	Rem/Dev Study Skills, M.A., Tennessee State University
Maxwell, Virginia	Business, M.B.E., Middle Tennessee State University
McConkey, Tim	Psychology, M.Ed., Middle Tennessee State University
McCoy, Terry	Biology, M.A., Tennessee Technological University
McGregor, Velma	Biology, B.S., David Lipscomb College
McInnis, Carolyn	Real Estate, M.A., Tennessee State University
McMinn, Wesley	Physics and Industrial Technology, M.S., University of Tennessee
Meadows, Gloria	Physical Education, M.A., University of Alabama
Millard, Jeannette	Nursing, Harper Hospital School of Nursing
Mizell, Terrence	Computer Science, Ph.D., Emory University
Money, Linda	Psychology, M.A., Middle Tennessee State University
Mulder, Dennis	Rem/Dev Mathematics and Mathematics, M.A., Tennessee Technological University
Murphy, Patrick	Physics, Ph.D., University of Tennessee
Murray, Ron	Biology, M.S., Middle Tennessee State University
Myers, Janis	English, M.A.T., Georgia State University
Myers, John	Rem/Dev Mathematics, M.A., Tennessee Technological University
Newby, Bobby	Physical Education, M.Ed., Middle Tennessee State University
Newman, Marilyn	Rem/Dev Reading, B.A., Tennessee Technological University
Overkleeft, Corinne	Business and Economics, M.A., University of Richmond
Parkes, Bobby	Physical Education and Rem/Dev Mathematics, B.A., University of Alabama
Perkins, Thomas	Engineering, M.S., University of Tennessee Space Institute
Peters, Anthony	Computer Science, B.S., National University

150 PART-TIME FACULTY

Pirtle, Timothy	Banking, J.D., Cumberland School of Law
Potter, Marsha	Rem/Dev Mathematics, B.S., Middle Tennessee State University
Prater, Larry	Mathematics, M.S., University of Tennessee
Pratt, Harvey	Accounting and Business, M.B.A., University of West Florida
Reeder, Jerry	Psychology, M.Ed., Middle Tennessee State University
Reynolds, Sharon	Rem/Dev Reading, M.Ed., Middle Tennessee State University
Richardson, Dinah	English, M.Ed., Vanderbilt University
Rittenberry, Ardis	Mathematics, M.Ed., Middle Tennessee State University
Robbins, Janie	Computer Science and Rem/Dev. Mathematics, B.S., Tennessee Technological University
Robinson, Elaine	Mathematics and Interdisciplinary Studies, M.S., University of Tennessee
Roland, Randy	Education, M.S., East Texas State University
Salmon, Vicky	Rem/Dev Mathematics, B.S., Murray State University
Saunders, Coleen	Communications, M.S., Auburn University
Shohadaee, Eugenia	Spanish, M.A., University of Mississippi
Shrader, Cindy	Physical Education, B.B.A., Middle Tennessee State University
Shurney, Glyndon	Psychology, M.S., Alabama A&M University
Shutt, John	Computer Science, B.U.S., University of New Mexico
Siler, Jerry	Business, M.B.A., Middle Tennessee State University
Sisk, Wanda	Sociology, M.Ed., Middle Tennessee State University
Smith, John	History, Ph.D., John Hopkins University
Smith, Patricia	Computer Science, B.S., Middle Tennessee State University
Smotherman, Ann	Art, M.A.T., University of Georgia
St. John, Debbie	Art, B.S., Middle Tennessee State University
Stelman, Mary Ann	Nursing, A.S., Motlow State Community College
Steffee, Larry	Rem/Dev Mathematics, M.S.T., Middle Tennessee State University
Stewart, John	Biology, B.S., Middle Tennessee State University
Stockton, Karen	Rem/Dev English, B.S., Indiana University
Stubblefield, Billy	Rem/Dev Mathematics, M.A., Middle Tennessee State University
Taylor, Anthony	Industrial Management, J.D., Nashville Night School of Law
Thomas, Billy	Business, B.S., Athens State College
Thomas, Frank	English, M.A., Teachers College of Columbia University
Thormaehlen, Claus	Business, J.D., University of Tennessee
Tirres, Julia	Spanish, M.A., Middle Tennessee State University
Tucker, Jeannie	Interdisciplinary Studies and Rem/Dev Reading, M.Ed., Middle Tennessee State University
Tune, Bill	Real Estate, G.R.I., Realtors Institute
Uselton, Sam	Business, M.B.A., Middle Tennessee State University
Vaughn, Thomas	Business, M.A., University of Kansas
Wallace, Judith	Mathematics, M.Ed., Middle Tennessee State University
Wallace, Thomas	Rem/Dev. Mathematics, M.S., Mississippi State University
Walter, Christine	Communications, Ed.S., Tennessee Technological University
Warmbrod, Dan	Biology, M.A., Peabody College
Warner, Susan	Nursing, R.N. Diploma, Akron General Hospital School of Nursing of Akron
Webber, Jimmie	English and Rem/Dev. English, B.A., Emory and Henry College
Welch, Jack	Engineering, M.S., University of Tennessee
Welch, Raymond	Computer Science, B.S., Middle Tennessee State University
Whyte, Dahli	History, B.A., Middle Tennessee State University
Wilkes, William	Economics, M.Sc., The London School of Economics and Political Science
Williams, Cherie	Communications, M.A., Christian Broadcasting Network University
Williams, Scott	Computer Science, B.S., Jacksonville State University
Williams, Valerie	Interdisciplinary Studies, M.A., Auburn University
Willis, Linda	Remedial and Developmental Reading, Ed.S., Middle Tennessee State University
Wilson, Linda	Psychology, Ed.S., Middle Tennessee State University
Windley, Brad	Chemistry, D.V.M., University of Georgia; B.S., North Carolina State
Womack, C. N.	Education, M.A., Forman University
Woods, Linda	Sociology, M.A., Tennessee Technological University
Word, Melissa	Computer Science, B.S., University of North Alabama
Wurst, Leslie	Rem/Dev Mathematics, M.S., University of Tennessee Space Institute

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The Motlow College Foundation and individual advisory groups are comprised of citizens representing various professions, businesses, and occupations in the service area of the college. The purpose of the Foundation and advisory groups is to assist in determining needs of the community for college services and to make appropriate recommendations.

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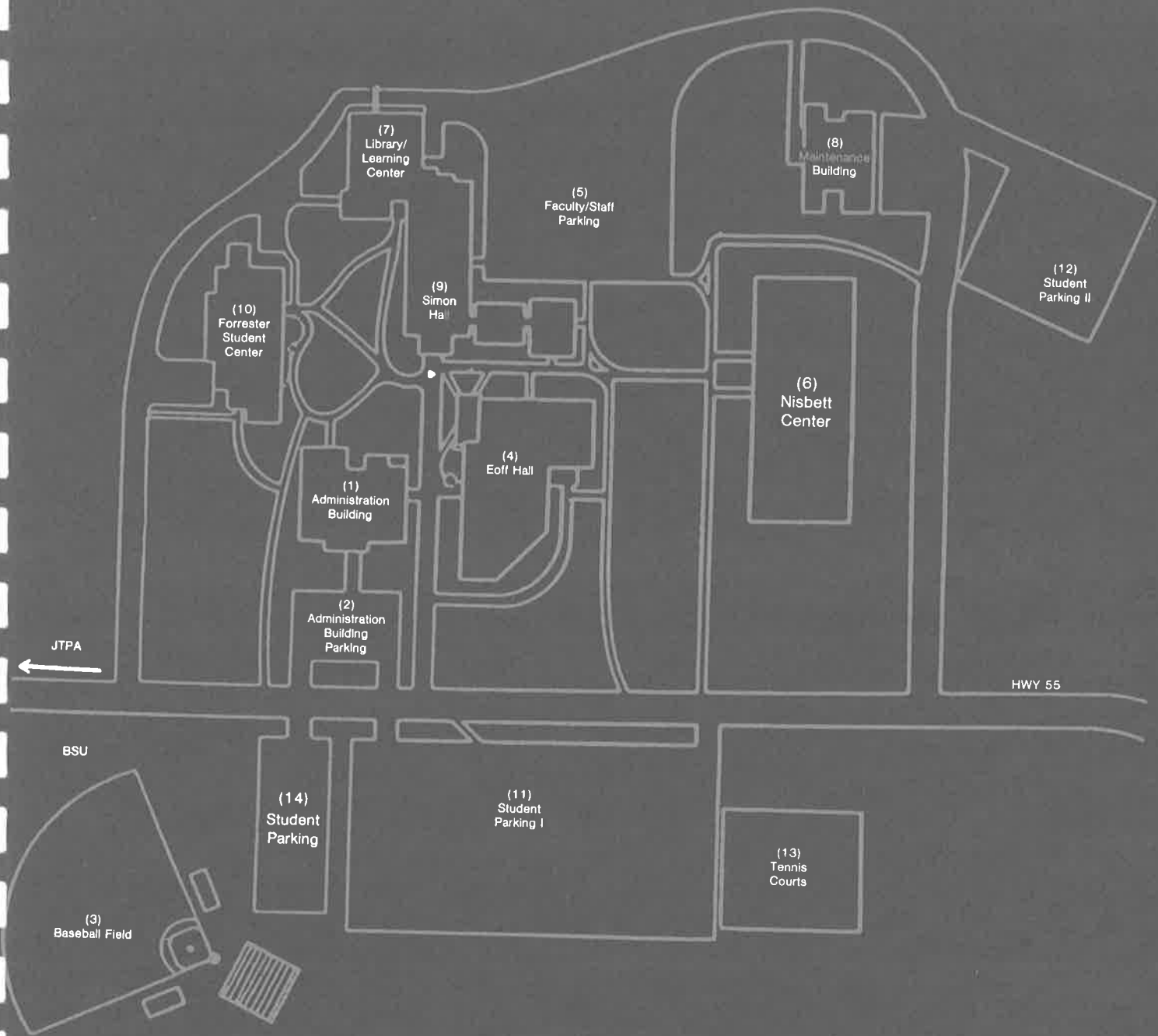
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| <p>(1) ADMINISTRATION BUILDING
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